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**Position: Kitchen Manager / Head Chef**

**Employer: Swedish School Association of Kenya**

Swedish School in Nairobi, SSN, established in 1968, is working under the Swedish National Agency for Education, according to the Swedish School Laws and the Swedish curriculum. Our students are mostly from the Nordic countries, many of them with various international experience.

We offer pre-school, compulsory and upper-secondary education for Scandinavian speaking students. We also have a boarding. All together we are about 160 students and 50 staff, off which about half is recruited from Sweden. More than 80 students live at the schools boarding. We are situated in Nairobi, in Kilimani, off Ngong Road on our own beautiful compound

We serve approximately 450 meals a day, starting with breakfast and ending with an evening meal, except weekends when we serve about 270 meals. Our kitchen is newly renovated and has most modern equipment to meet good and efficient working conditions and to make it possible to serve well balanced and tasty meals.

SSN is now looking for a Kitchen Manager/head chef with experience from similar work and /or other experiences that are considered instrumental in running and developing our meal services. We are especially keen on continues development of our quality in terms of variety and health aspects. We have among staff and student’s individuals with special dietary needs, allergies as well as vegetarians.

WORK DESCRIPTION KITCHEN MANAGER/HEAD CHEF:

Main duties

* Plan, manage and allocate the work, meeting our quality- and financial requirements
* Planning and develop menus and meal activities
* Procure, plan and order food, drinks, equipment and material from suppliers, securing optimal price and quality
* Organising staff and work schedules
* Train and develop staff
* Manage health and hygiene according to good standards meeting the requirements from both Kenyan and Swedish regulations and standards. Make sure that all certificates needed are accurate and valid
* Monitor consumption and expenditures and secure budget discipline. Participate in the annual budgeting process
* Develop the kitchen as a work place as well as its production capacity including repair and maintenance and investments together with the facility manager and other concerned staff.

AS A PERSON WE EXPECT YOU TO:

* Be customer oriented and able to communicate with people from different backgrounds and different ages.
* Have a strategic plan for the development of the kitchen and be able to make these plans operational
* Be self-governing, be able to take decisions and implement them. Your work capacity is high and you are able to handle stress.
* Have previous experiences of managing staff and you are able to lead as well as coach your staff
* Be communicative and able to establish good working relationships with other sectors of management and staff
* You have an eye for details and cleanliness
* Have knowledge and experience of Scandinavian and International cuisine
* Have Basic computer skills such as Office

OTHER INFORMATION:

* The position is 75-100%
* Salary according to agreement
* The employment follows the general employment conditions of The Swedish School
* Command of a Scandinavian Language is a merit
* International experience is an advantage
* Day of commencement as agreed and latest January 15, 2017

**To send the application or for any inqueries please contact the Principal at Swedish school Nairobi Rosie Lundgren at e-mail: r.lundgren@ssn.or.ke. Last day to apply is the 1st of November 2016**