



SAFARISTAFF INTERNATIONAL
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TITLE : Executive Chef
LOCATION : Okavango Safari Lodge
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We are looking for a senior level Executive Chef to oversee the kitchen for one of the Lodges in the Okavango Delta .The role is to support and training on all chefs, assist with special dietaries and ensure high standards are maintained at all times. The candidate should enjoy working independently, and have experience in working in luxury lodges or villas in other African settings.

KEY

Administration:

OUTPUTS:

- Responsibility to manage cost management
- All ordering and purchasing (keeping in mind the remote locations and logistics)
- Have knowledge of products, local suppliers, prices and current stock
- Stock takes - monthly
- Reporting on broken, unusable and unsafe equipment
- Monthly report to Chef Trainer and Lodge manager
- Kitchen rosters and schedules Good administration and personnel files to be kept according to Lodge Manager's requirements

Food Safety and Hygiene

- Maintaining hygiene standards at all times
- Dietary requirements should be adhered to at all times
- Maintaining Cold chain
- Ensuring HACCP principles are followed Correct chemicals and sufficient cleaning materials to be in stock at all times
- Correct storage and labelling of food items
- Preventative Maintenance
- Good stock controls and stock rotation
- Vehicles and containers transporting food to camps to be spotless
- All fridges and refrigerators and storerooms to be kept locked or keys to be left with an accountable Chef
- Follows and enforces all applicable safety procedures specified for kitchen and butlers.
- Ensure proper grooming and hygiene standards for all kitchen staffs
- Minimal traffic through kitchen: kitchen staff, Exec chef and Lodge manager to enter through kitchen



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Menu Planning and Execution

- 4 day Menu set according to Food Styling Guide and approved by Food Fundi
- Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met
- Actively involves in menu development and maintaining updated and accurate costing of all dishes prepared and served in the Camp
- Determines how food should be presented, and create decorative food displays.
- Recognizes superior quality products, presentations and flavour
- Ensures compliance with food handling and sanitation standards
- Follows proper handling and right temperature of all food product
- Ensures all equipment in the kitchen is properly maintained and in working order in accordance with local Botswana Health department and world Food operation standards
- Ensure all products are prepared in a consistent manner and meet departmental appearance/quality standards
- Ensure proper purchasing, receiving and food storage standards in the kitchen.
- Coordinates with procurement for acquisition of needed goods and services and making sure that we use local supplier with the concept of farm to Fork
- Control of wastage
- Responsible for training chefs & implementing kitchen standards
- Training chef to be called on to do training if necessary
- Presentation as discussed and according to Styling Guide
- Up to date with What's Hot & What's Not for Food
- Through the Tummy of the Guest Bops
- Discuss food cost reports with key kitchen personnel and find ways to make it work more effective without affecting guest satisfaction and offerings
- Review daily, weekly and monthly guest's feedbacks to meet 95% Food Score and above consistently
- All food going out to guests at any time to be checked by chef
- Chef to check buffets/dinner/breakfasts etc. at each camp at least 3 times per week
- All meals and platters to be put out at last minute - fresh, fresh, fresh!
- Quality and quantity of snacks to game drives to be checked
- Bush banqueting, drink stops, picnics etc. to have checklists
- Be up to date with current food trends and have a great understanding of different world cuisines

Staff Management

Good discipline and fair treatment: Exec Chef to be a Role Model

- Trains, develops and motivates all levels of kitchen staff to meet and exceed established food preparation standards on a consistent basis
- Teaches preparation according to well defined recipes and follows up and discusses ways of constantly improving the cuisine at the property
- Display exceptional leadership by providing a positive work environment, counselling employees as appropriate and demonstrating a dedicated and professional approach to management
- Should be able to provide direction for all day-to-day operations in the kitchen
- Understand employee positions well enough to perform duties in employees' absence or determine appropriate replacement to fill gaps



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- Provides guidance and direction to subordinates, including setting performance standards and monitoring performance
- Utilizes interpersonal and communication skills to lead, influence, and kitchen staff
- Provides and supports service behaviours that are above and beyond for customer satisfaction and retention
- Utilizes interpersonal and communication skills to lead, influence, and kitchen staff
- Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.
- Delegates as appropriate to develop supervisors and subordinates to accept responsibility and meet clearly defined goals and objectives
- Ensure your teams are guest focused
- Train all staff members in health and hygiene
- Ensure all your staff are skilled to perform in their areas of responsibility
- Ensure staff attend training workshops and exchanges
- Ensures disciplinary procedures and documentation are completed according to operational Standard and Management Policy
- Staff to be well informed on lodge happenings and updates at all times

Guest Delight

- Good interaction with Guests, Food Fundi's and other Chefs: Invite feedback, exchange ideas; be suggestion-friendly; share experience
- Creative Bush Banqueting according to Food Styling Guide
- Interacts with guests to obtain feedback on food quality, presentation and service levels.
- Actively responds to and handles guest problems and complaints
- Make personal contact with guests on arrival and throughout their stay to understand special dietary requirements and enhance the guest experience
- An understanding of working remotely
- Lives and breathes the ethos
- Reviews guest feed comments for guest satisfaction results and other data to identify areas of improvement

SKILLS REQUIRED:

- Spoken ,written English and basic Setswana would be a plus
- Communication skills - with guests and fellow staff members
- Standard of your work must exceed the standard of the lodge
- Good organisational ability
- Lateral thinking ability
- Initiative
- Must adhere to World Class Hospitality and Service Standards
- Honest, have good integrity, proactive and driven person who has career ambitions
- Computer Literate

KNOWLEDGE REQUIRED:

- Hospitality
- Environment
- The surrounding communities
- The country Botswana



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- Company Knowledge as well as Foundation

PREVIOUS WORK EXPERIENCE REQUIRED:

- Experience in the service industry especially in dealing with guests and staff
- At least 3+ years relevant experience as an Exec Chef
- Passion for creating fabulous food