



## **JOB ADVERT – HEAD CHEF**

### **Organizational Profile**

CHAK Guest House & Conference Centre is a development of the Christian Health Association of Kenya. We provide accommodation, restaurant and conference facilities to CHAK, individual & corporate clientele. Services are provided by a team of experienced and motivated professional staff. We embrace total quality management that is customer focused and that seeks to exceed customer expectations.

### **Job Purpose**

Responsible for overseeing the kitchen operations, creating and executing high-quality menus, maintaining a positive, motivated and productive work environment. Ensures the highest standards of food quality, presentation, and safety, while managing kitchen staff and ensuring exceptional guest experiences. Responsible for effective food inventory management and achievement of the set food cost margins.

### **Key Responsibilities and Duties**

- Menu creation and development – Design, plan and execute creative and innovative menu options guided by the facility cost margin guidelines and taking into account client preferences.
- Kitchen operations management – oversee daily kitchen operations, ensuring smooth and efficient service. Ensure all food preparation, cooking and presentation is of the highest quality. Monitor food preparation and cooking techniques to ensure consistency.
- Staff management and training – Supervise, train and mentor kitchen staff, ensuring the development of a skilled team. Manage staff schedules to ensure busy seasons are well covered. Manage staff off days and leave scheduling. Conduct regular performance evaluations and provide constructive feedback.
- Inventory and cost control – Manage inventory levels of food and kitchen supplies, ensuring quality supplies, proper storage, rotation and waste reduction. Control food cost through efficient ordering, portion control and minimizing waste. Update and maintain relevant inventory records.
- Health and safety compliance – Enforce strict adherence to food safety and sanitation standards in the kitchen. Ensure adherence to local authority food safety guidelines.
- Guest Experience – Ensure all the presentation and quality of food exceed guest expectations. Address any guest feedback or concerns related to food quality promptly.
- Collaboration – work closely with the service team to maintain and improve overall guest experience. Participate in budgeting, formulating and implementing strategies to meet the Guest House financial goals. Partner with sales and marketing to create special events and promotions.
- Perform any other duties as may be assigned by management from time to time.

### **Required Experience**

- A minimum of a Diploma in Culinary Arts from a recognised Hospitality Training Institute. A degree in hospitality management would be an added advantage
- At least 8 years' experience in a fast-paced kitchen, with a minimum of 3 years in a supervisory or leadership role (Sous Chef or higher).

## **Application Procedure**

Kindly send your application using this link <https://recruitment.chak.or.ke/> by attaching your cover letter, CV and copies of certificates.

Please note, the attached documents should not exceed more than 2MBs to ensure successful submission of your application.

### **Applications should be addressed to:**

The General Secretary

P.O. Box 30690 – 00100, Nairobi

In case of any challenges using the application link provided, please write to us on [hr@chak.or.ke](mailto:hr@chak.or.ke) stating the specific challenges experienced then apply through the email.

The closing date for receiving all applications is **22nd December 2025**