



ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

General Secretariat (HQ): P. O. Box 14205, 00800 Westlands, Nairobi, Kenya

Tel: +254 724 253 354, + 254 113 507 868, + 254 20 4441483 • E-mail: secretariat@aacc-ceta.org • Website: www.aacc-ceta.org

7th March 2024

ALL AFRICA CONFERENCE OF CHURCHES (AACC)

VACANCY ANNOUNCEMENT

POSITION: EXECUTIVE CHEF

A) BACKGROUND: The AACC is a fellowship of 210 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lome, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

The organization has a 104- room hotel with state of the art conference rooms, and gym. Management is looking for a self-motivated Executive Chef to support in the efficient running of the hotel.

B) REPORTING TO: DTCC /HOTEL GENERAL MANAGER

C) JOB DESCRIPTION:

Has overall responsibility for the planning, organizing, directing and managing of all activities within the Food preparation areas of Desmond Tutu Conference Centre.

Must be efficient and diplomatic in all situations involving any aspect of food production and sales where the reputation of the organization is represented.

MAIN DUTIES

Budgeting and Cost Control

- Assists in the preparation of the department budget.
- Ensure that the kitchen's operational budget is in line and costs are strictly controlled maximising profitability.

Operational

- Continually upgrade the departmental SOP Manual, detailing standards of Performance, Policies and Procedures and service standards pertinent to the efficient operation of the kitchen.
- Interact with management of other departments within areas of responsibility and to develop and maintain effective working relations with them.

PRESIDENT: Rt. Rev. Lydia Neshangwe • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

SUB-OFFICES

African Union Liaison Office: Ledta Sub-City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95
E-mail: aaccoffice.au@aacc-ceta.org

Bureau Régional: 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24
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- Planning of menus and designing standard recipes in order to ensure consistent quality in food production, thereby satisfying guest needs and expectations.
- Liaise with Procurement department in order to ensure prompt and efficient purchasing, issuing of supplies, stock control and inventory control.
- Liaise with Banqueting and Restaurant Manager in order to ensure a constantly good standard of food quality, efficient profitability and creative presentation.
- Liaise with sub-contracted handymen in liaison with the General Manager in order to ensure prompt and efficient repair and maintenance.
- Meet and interact with potential guests as required.
- Monitor food standards in restaurants and Banquets.
- Make recommendations to Management for modernisation of equipment, production methods, presentation and improved guest satisfaction.
- Communicate regularly with kitchen team in order to keep them informed of policies and procedures, special further improvement plans and guest comments.
- Ensures that all safety rules, emergency procedures and fire prevention colleagues strictly enforce regulations.
- Provide management with creative ideas in order to protect and enhance the Image of the Desmond Tutu Conference Centre
- Ensure customer requirements are determined and met.

Performance Management

- Maximise kitchen colleague productivity in order to minimise payroll costs.
- Liaise with assistant head chef in order to ensure correct scheduling of colleagues.
- Assist in the building of an efficient team of colleagues by taking an active interest in their welfare, safety, training and development.
- Assist the kitchen colleagues to fulfil their responsibilities.
- Ensures that all colleagues have a complete understanding of and adhere to the policies and procedures.
- Ensure that colleagues are aware of the relevance and importance of their activities and how they contribute to the department objectives.
- Plan and organise all training activities within the department. Determine the necessary competence for colleagues and provide training or other actions to satisfy these needs

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- Supervise department's Orientation Programmes for new colleagues in order to ensure they understand the policies and procedures of the hotel.
- Ensure that his colleagues provide a friendly, courteous and efficient service at all times.
- Actively promote an awareness of customer requirements throughout the organization.
- Ensure appropriate communication processes are established.

Administration.

- Communicating to colleagues the importance of meeting customer as well as regulatory & statutory needs.
- Ensuring measurable quality objectives are established and actively participate in the review of these objectives.
- Ensuring the availability of resources.
- Ensure that all departmental reports, schedules, standard recipes, menus, food presentation and correspondence are completed in liaison with the general manager accurately and in a timely manner.
- Ensure the proper requisitioning and controlling of supplies.
- Attend meetings and briefings as directed by the General Manager to attend Operations weekly meetings.
- Maintain appropriate records of education, training, skills and experience in liaison with the administration assistant.
- Ensure manning and competence level of selected colleagues is sufficient for the department to meet the needs of the organization and customer.
- Provide constant coaching, counselling and discipline to colleagues to ensure their capability to meet the needs of the customer and the organization.

Other Duties

- Respond to any changes in the food production function as dictated by the industry and the company.

D) ACADEMIC & PROFESSIONAL QUALIFICATIONS / COMPETENCIES

- Tertiary College Diploma or University Degree in Food Production / Culinary Art.

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- Minimum 3 Years' Experience at a similar level.
- Microsoft Office Knowledge.
- Food and Beverage Inventory systems.
- Menu Engineering.
- Menu/Recipe writing.
- Food & Beverage preparation equipment knowledge.
- Food safety and Hygiene knowledge at an in-depth level.
- Active participation as a member in good standing of AACC member church.
- Proficiency in English.

E) WORK STATION: AACC Desmond Tutu Conference Centre / Hotel, Nairobi - Kenya.

F) START DATE: 1st May, 2024.

G) DURATION OF EMPLOYMENT: One (1) year renewable based on satisfactory performance (1st May, 2024 to 30th April, 2025).

H) APPLICATION:

- 1) Applications should be accompanied by:
 - i. A Cover Letter.
 - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
 - iii. Certified copies of all qualifications.
 - iv. Filled Job Application Form.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY
ALL AFRICA CONFERENCE OF CHURCHES
P.O BOX 14205 – 00800 WESTLANDS,
NAIROBI KENYA
Or email to: admin@aacc-ceta.org**

I) SUBMISSION:

The deadline for submission is 22nd March, 2024.

Only short-listed applicants meeting the above requirements will be contacted.

admin@aacc-ceta.org

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