



Employment Opportunity

CHEF (Saweni Campus)

DUTIES

We wish to recruit a professional, friendly, enthusiastic and highly motivated person to be the Chef in charge of the University cafeteria. The Chef's duties will include directing food or beverage preparation, planning menus, determining food or beverage costs, ordering, stocktaking, invoices, cooking meals, monitoring work performance, investigating and addressing customer complaints, supervising and coordinating activities of staff of the cafeteria, the on-the-spot training of the other cafeteria staff, and the maintenance of the highest standard of hygiene in the operation of all areas of the cafeteria.

QUALIFICATIONS

The successful applicant should have proven supervisory experience of the above duties from hotels or similar environment as is the ability to produce quality food to a high standard. As the University canteen prepares and sells vegetarian food only, the successful applicant should also have experience of preparing and cooking vegetarian meals.

SALARY

Salary on appointment will be within the salary range \$12,000 - \$15,000 per annum. The University also pays 8% of salary towards the appointee's FNPF account.

WHAT THE APPLICATION SHOULD INCLUDE

Applicants for the position of Chef must send a full curriculum vitae and certified copies of their qualifications.

REQUIRED REFERENCES

Applicants for the position of Chef must request two professional referees, one of whom must be the current or immediate past supervisor, to forward signed reports directly to the Registrar by the closing date. Open references will not be accepted.

WHERE TO GET APPLICATION FORM FROM

The application form can be downloaded from www.unifiji.ac.fj or from the Suva Campus or Saweni Campus of the University.

HOW TO SEND APPLICATION

Signed copies of the application can be sent either as email attachment (vineetan@unifiji.ac.fj) or by facsimile to fax 6640700 or by post to the Registrar.

CLOSING DATE OF APPLICATIONS

Applications must reach the Registrar, The University of Fiji, Private Mail Bag, Lautoka, to reach him not later **19 March 2010**.