KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Junior Chef

Job type Full time, fixed term

Start date Earliest convenience

Apply by 17th October 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Junior Chef is responsible for supporting the Assistant Head of Catering and the Sous Chef in daily kitchen operations, ensuring the delivery of high-quality food, and assisting with purchase orders. The role requires maintaining the highest standards in food preparation and kitchen practices, while staying up to date with new products, recipes, and preparation techniques.

The Junior Chef may also take on responsibilities as a shift leader in either the Primary or Secondary school kitchen. Key duties include assisting with menu planning, managing inventory, and overseeing food supplies.

In addition, the Junior Chef plays an important role in ensuring the kitchen meets all health and safety standards, and that staff always adhere to proper hygiene and sanitation procedures.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

- To operate and manage the shift and to ensure a successful working environment.
- To be knowledgeable about all types of cooking.
- To relay orders to his/her shift and ensure each menu is prepared on time.
- To coordinate deliveries to cafes and daily events.
- To assist in training and developing cooks and kitchen helpers.
- To be responsible for stock and to control wastages.
- To assist in maintaining and improving budgeted food cost.
- To provide a courteous and professional service and ensure that any guest complaints are promptly rectified and communicated to the Assistant Head of Catering.
- To maintain a clean and safe work area, including handling utensils, equipment and dishes.
- To have knowledge of proper food handling procedures and to remove expired or spoiled ingredients from the chillers, freezers and dry storage room.
- To be able to follow health and safety regulations and display organization skills to ensure the timely completion of kitchen duties.

Personal characteristics and skills

- High level of integrity.
- Displays a strong commitment to delivering the best customer service.
- Cheerful and friendly interpersonal and communication skills.
- Proactive and the ability to work independently with minimal supervision.
- Knowledge of health and safety standards and the ability to handle cleaning chemicals safely.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

- Excellent time management skills, ability to multitask and possess a systematic approach to work.
- To maintain professional image in communication and appearance.
- Core competencies include organization, preparation as well as time management skills and communication.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL Leading Independent Schools HMC COBIS ACCREDITED MEMBER

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my