



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

## **Sous Chef**

**2023**

KTJ is a thriving international, day and boarding school, with state-of-the-art facilities set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and now caters for 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. Most students go on to study at UK universities.

We are seeking a highly motivated Sous Chef to join us. As a Sous Chef, the successful candidate is responsible for supporting the Head of Catering and Assistant Head of Catering in the kitchen, delivering high quality food, handling purchase orders. Ensures the highest standards and consistent quality in the daily preparation and keeps up to date with the new products, recipes and preparation techniques. The Sous Chef is responsible for running a specific section of the kitchen at Primary and Secondary School by helping with menu planning, inventory and managing food supplies. He/she also aids in making sure the kitchen is up to safety standards and staff are obeying sanitation rules.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School can be found in our publication, Malaysian Staff Recruitment Brochure (available on the vacancies page of our website).

Applications should be made to Mr. Ragvinder Singh, Director of Human Resources via email to [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my). Please submit a cover letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer.

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

Integrity

Empathy

Mutual Respect



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## **Kolej Tuanku Ja'afar**

### **Sous Chef**

As a Sous Chef, you are responsible for supporting the Head of Catering and Assistant Head of Catering in the kitchen, delivering high quality food, handling purchase orders. Ensures the highest standards and consistent quality in the daily preparation and keeps up to date with the new products, recipes and preparation techniques. As a Sous Chef, he or she is responsible for running a specific section of the kitchen at Primary and Secondary School. Are responsible to help with menu planning, inventory and managing of food supplies. Also aid in making sure the kitchen is up to safety standards and staff are obeying sanitation rules.

**Direct Reports:** Assistant Head of Catering

**Other Key Relationships:** Head of Catering Department

### **Roles & responsibilities:**

- To be knowledgeable about all types of cooking.
- To relay orders to his/her shift and ensure each menu item is prepared on time.
- 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 upon budgeted food cost.
- To provide a courteous and professional service and ensure that any guest complaints are promptly rectified and communicated to the Executive Chef / Head of Catering.
- To maintain a clean and safe work area, including handling utensils, equipment and dishes.

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- 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.
- Excellent time management skills, ability to multitask and possess a systematic approach to work.
- 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.
- Maintain professional image in communication and appearance.
- Core competencies include organization, preparation as well as time management skills and communication.

### Qualifications and experience

Requirement	Essential	Desirable
Secondary Education	√	
Able to understand and converse in English		√
At least 2 years experience in the same field		√

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