



## INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2022-022	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Senior Cook</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 November 2022	Closing Date: 7 December 2022

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's Headquarters in Ibadan:

### **Position: Senior Cook**

**Contract: 3-year renewable contract**

**Location: Ibadan**

#### **DUTIES:**

- Assist kitchen team particularly the short order section and ensure all preparation operating procedures and dish plating are followed.
- Manage food and product ordering by keeping detailed records, minimize waste and work with existing systems to improve waste reduction.
- Assists the Head Chef with menu creation, resolve problems, great food preparation and service, address and correct bad practices where need be.
- Compile weekly rosters and ensure efficient and effective use of resources.
- Ensure the recording and disposal of damaged or out of date products accordingly and ensure the safe disposal of all refuse from the kitchen.
- Work with the Food and Beverage manager and supervisor to ensure appropriate planning and preparation for seasons and events.
- Allocate and support staff throughout the shift to maintain speed of food preparation and cleanliness of the kitchen.
- Ensure all end of day jobs are completed to a high standard, staff are signed off promptly, all back of house areas checked are secured and venues are in excellent order for the next day's job.
- Ensure high standards of health and safety are always maintained.
- Identify problems as they arise, resolve them where possible and appropriate, and report them when necessary.
- Assist with managing business events as and when required to meet the demands and nature of the business.

- Perform continual awareness of the events diary daily and escalate any issues or discrepancies requiring resolution to the Food and Beverage manager.
- Ensure all equipment and cooking utensils are in excellent condition.
- Perform any other job-related task as may be assigned by the supervisor.

### **QUALIFICATION:**

National diploma certificate in Hospitality and Management, Food Science and Technology or any other related field with a minimum of three (3) years' experience performing a similar or related role in a well-structured organization.

### **COMPETENCIES:**

The ideal candidate must:

- Have very pleasant personality and strong leadership skills.
- Have good communication skills (writing, reading, and speaking).
- Be a good team player and should be able to work under pressure.

### **REMUNERATION:**

We offer highly competitive salaries with equally attractive benefits and excellent working conditions in a pleasant campus environment.

### **METHOD OF APPLICATION:**

Interested applicants should complete the online application by attaching a detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://jobs.iita.org/erecruit> no later than One Week from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor, professional colleague, and evidence of current remuneration package.

***IITA is an equal-opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.***