ERINVILLE HOSTEL

Rustenburg Girls' High School
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Senior Kitchen Cook/Baker (Fixed-term position)

Erinville Hostel, Rustenburg Girls' High School, has a vacancy for a Senior Kitchen Cook/Baker. We offer weekly boarding to nearly 70 learners and are looking for someone with a combination of administrative and culinary skills to join our team from January 2027. This position is a **fixed-term, full-time, live out WCED position, from January to June 2027.**

The person must meet the following requirements:

- Aged between 30 – 55 years
- Grade 12 certificate or equivalent
- Must be proficient in computer operations, particularly MS Office Suite.
- Strong communication skills in English and Afrikaans.
- Able to work shifts, early mornings and inclusive of evenings, public holidays, occasional weekends and stay-in duties as well as school holidays.
- A non-smoker with sober habits
- A minimum of five years cooking and baking experience in a commercial kitchen.
- Exceptional time management skills.
- Exceptional knowledge of a range of dietary requirements.
- Strong knowledge of events, hospitality industry and kitchen hygiene.
- Strong knowledge of equipment maintenance, stock control and managing inventory.

The ideal candidate will be expected to stand, sit, or walk for an extended period of time or for an entire work shift. They must be able to reach overhead and below the knees, including bending, twisting, pulling, and stooping; be able to multitask quickly and efficiently; be reliable and open for flexibility towards the role and have great time management skills.

Duties and responsibilities:

- **Food preparation:** Prepare & cook dishes according to recipes, company standards and menu specifications.
- **Bake:** Bake daily afternoon tea items and desserts. Ability to follow recipes and calculate numbers crucial.
- **Kitchen Operations:** Organise mise en place, kitchen stations and co-ordinate food service.
- **Menu Planning:** Assist with developing menus.
- **Stock and cost control:** Monitor stock levels, assist with ordering, conduct stock take and ensure correct food storage. Manage portion sizes and minimise waste.

- **Dietary requirements:** Accommodate allergies and other food related special diets.
- **Hygiene and safety:** Maintain cleanliness, follow food safety procedures and safe handling and storage of ingredients. Responsible for washing dishes and keeping the work area clean, including washing floors.
- **Food service:** Serve at meal times, clean and set dining areas.
- **Equipment Maintenance:** Ensure equipment is correctly used, cleaned, stored and report faults.
- **Kitchen Management:** Opening and closing procedures. Take responsibility for kitchen operations in absence of the manager and kitchen supervisor.

Your application must include the following:

- Cover letter and an updated copy of your CV
- Certified copies of any qualifications
- Certified copy of your Identity Document

- Shortlisted applicants will be contacted and asked to fill out a more detailed application form.

Please submit your application to:

The Principal
Rustenburg Girls' High School
Camp Ground Road, Rondebosch, 7700
Or via email: vacancies@rghs.org.za

Only short-listed candidates will be contacted and invited to an interview and will be taken on a tour of the school and expected to teach a lesson. We reserve the right not to fill the post. Rustenburg Girls' High School is committed to the principles of Employment Equity and to providing equal opportunities. Candidates who meet these criteria will receive preference.

Closing Date for Applications: Monday 9th November @ 08:00