



Head Chef Job Description

Job Title:	Head Chef
Reports To:	Food & Beverage Manager
Location:	Nairobi, Kenya

Role Overview

Durham International School seeks a highly skilled and innovative Head Chef to lead its culinary operations. The successful candidate will bring multinational culinary expertise, uphold the highest standards of food quality and safety, and create diverse, nutritious, and culturally inclusive menus that reflect the school's international ethos. This role requires a visionary professional who can balance creativity with operational excellence, ensuring that students, staff, and guests enjoy exceptional dining experiences.

Job Purpose

The Head Chef is responsible for planning, preparing, and delivering nutritious, high-quality meals daily. This includes menu development, food preparation, inventory management, and compliance with food safety standards. The Head Chef plays a key role in promoting healthy eating habits, supporting school events, and ensuring smooth kitchen operations in line with Durham's Aims and MARK values.

Key Responsibilities & Duties

1. Menu Development & Innovation

- Design and execute menus that reflect global cuisines and diverse cultural backgrounds.
- Incorporate healthy, balanced, and age-appropriate meals for students.
- Provide adjusted menus for special diets, allergies, and intolerances.
- Introduce seasonal and locally sourced ingredients while maintaining international standards.
- Test new recipes and techniques to enhance food quality and variety.

2. Food Preparation & Service

- Prepare and cook high-quality meals for Students, staff, and guests daily.
- Ensure portion control and consistency in line with school guidelines.
- Oversee presentation of dishes to meet high standards.
- Provide catering support for school events, co-curricular activities, and special functions.

3. Food Safety & Compliance

- Maintain high standards of food safety and hygiene in accordance with Kenyan and international regulations.
- Undertake allergen training and ensure staff awareness of dietary needs.
- Inspect ingredients for freshness and quality, discarding items that do not meet standards.
- Adhere to all Health & Safety requirements related to cooking equipment and kitchen operations.

4. Kitchen Management & Operations

- Order food supplies in a timely manner, ensuring best value and compliance with catering standards.
- Manage inventory, procurement, and supplier relationships with cost efficiency.
- Undertake cleaning and maintenance of kitchen equipment.
- Report repair and maintenance needs promptly.
- Minimise food waste through effective planning and resource management.

5. Leadership & Team Management

- Supervise, train, and inspire catering staff to deliver excellence.
- Foster a culture of professionalism, teamwork, and continuous improvement.
- Provide direction and support to catering staff, ensuring adherence to hygiene and safety protocols.
- Assist in the organisation and supervision of the catering facility in the absence of the Food & Beverage Manager.

5. Community & Cultural Engagement

- Collaborate with school leadership to align menus with educational and cultural events.
- Promote food as a medium of cultural exchange, celebrating international traditions.
- Engage with parents and students to understand dietary needs and preferences.

Qualifications & Experience

- Professional culinary certification from a recognized institution.
- Minimum 7–10 years of experience in high–standard kitchens (schools, hotels, or resorts preferred).
- Demonstrated expertise in multinational cuisines.
- Strong leadership and organizational skills with proven ability to manage diverse teams.
- Knowledge of nutrition, dietary restrictions, and child–friendly meal planning.
- Excellent communication skills and cultural sensitivity.

Core Competencies

- Creativity and innovation in menu design.
- Strong knowledge of global culinary trends.
- Commitment to sustainability and ethical sourcing.
- Ability to thrive in a multicultural environment.
- High standards of hygiene, safety, and professionalism.

Education, Training & Skills

- Food hygiene qualifications.
- Allergen training/awareness.
- Health & Safety training related to cooking equipment.
- Relevant qualifications in catering or nutrition.
- Experience in professional/commercial kitchen environments.
- Ability to follow written and verbal instructions.
- Methodical approach to cooking and equipment use.

Personal Attributes

- Physically fit and able to meet the demands of the role.
- Enthusiastic, positive, and flexible in approach.
- Service–driven, with strong customer orientation.
- Clear communicator with a collaborative mindset.
- Motivated, resilient, and able to perform under pressure.

- Open to new ideas and continuous professional development.
- The ability to remain calm, alert, and professional, particularly in high-stress situations.
- Flexibility to work various hours, including early mornings, evenings and weekends
- Be focussed and pay good attention to detail
- Have a high sense of responsibility

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by 30th June 2026. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Non-Teaching Application Form [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to adhere to the school's safeguarding policies and undergo appropriate background checks before employment.