



VACANCY ANNOUNCEMENT

Position: Chef

Mzuzu International Academy is a co-educational day (Reception – Year 6) and boarding (Years 7-11) school located on the outskirts of Mzuzu City currently serving the educational needs of about 405 students based on the requirements of Cambridge IGCSE. The Academy invites applications for the position of **Chef**.

Key Responsibilities

The Chef effectively takes part in food production, service operations, general kitchen hygiene and safety of staff and students. Responsibilities include, but not limited to:

- a) Ensuring that the kitchen is safe and hygienic and that meals meet nutritional standards.
- b) Organising the inventory, storage, and distribution of foodstuffs and supplies.
- c) Helping to plan menus, apportion ingredients and use food surpluses.
- a) Controlling portion costs by working out the number of portions per food serve.
- b) Ensuring safety, cleanliness of the kitchen and orderliness of items by doing shift checklist.
- c) Providing various support to all staff during shifts, as required.
- d) Developing and organising back of the house through cleaning, maintenance, equipment care, and ordering and receiving.

Qualifications and Experience

1.

- a) At least Diploma in Hospitality and Tourism Management, Diploma in Food Preparation and Cooking (Culinary Arts) from Malawi Institute of Tourism (MIT), OR any relevant qualifications.
- b) A minimum of two years hands-on experience in managing a cafeteria in a busy place.
- c) Able to take initiative and communicate effectively.

2. Competences and Aptitudes:

A self-starter; able to handle stress; interpersonal skills and a team player; ability to multitask and prioritize; calm, flexible and mentally alert.

METHOD OF APPLICATION

Interested candidates should submit application letters, curriculum vitae with three (3) traceable referees, copies of educational and professional certificates to the address below before 5:00 p.m. Thursday 30th April, 2026. Applicants sending applications electronically should send attachments in PDF format in one folder to.

The Principal
Mzuzu International Academy
P.O. Box 20165
Luwinga, Mzuzu 2
email to: recruitment@mzuzuacademy.org