

Schedule 2 - Job Description



1. Role:

Position: Executive Sous Chef

Job Description No.

Department: Kitchen

Reporting to: Executive Chef and General Manager,
Lomani Island Resort & Spa

Summary:

In this role, you will support the leadership of all culinary operations at Lomani Island Resort & Spa, including wellness and seasonal menu development, special events, and daily kitchen operations. This is a hands-on position, actively working in the kitchen alongside the team while assisting in maintaining high standards of food quality, cost control, and compliance.

As Executive Sous Chef, you will collaborate closely with the Executive Chef to ensure efficient, sustainable operations, drawing on local Fijian ingredients and global influences to deliver exceptional dining experiences in our luxurious adults-only island resort.

2. Responsibilities:

- Support the management of culinary operations across the restaurant, Spa, and special events to ensure consistent high standards of food quality, service, and guest satisfaction within a luxury island resort setting.
- Foster a positive kitchen culture that reflects the warmth and generosity of Fijian hospitality.
- Assist in designing and implementing menus, including the Spa Wellness menu, that are seasonal, globally inspired, and rooted in island life, showcasing local ingredients.
- Assist in recruiting, training, and mentoring a high-performing culinary team to promote skills development and service excellence.
- Support the preparation and management of weekly/fortnightly rosters in line with budget and occupancy to maximise team productivity.
- Deliver ongoing training and contribute to succession planning to continually raise culinary standards and support internal talent growth.
- Maintain food quality by leading through example, ensuring creativity, consistency, and compliance with luxury hospitality standards while actively working shifts in the kitchen.
- Assist in planning and executing bespoke culinary experiences for weddings, private events, and VIP functions with a focus on personalised service.
- Support sustainability initiatives by sourcing local, seasonal ingredients and reducing kitchen waste.
- Engage directly with guests to personalise dining experiences and accommodate dietary, allergy, or cultural needs.
- Coordinate with the Executive Chef and other resort departments to ensure seamless daily operations and an integrated guest experience.

Profit and Loss:

- Support the monitoring and management of food costs, supplier performance, and inventory systems to meet operational efficiency and profitability targets.
- Assist in controlling food and labor costs by reviewing production records, reinforcing standardized recipes, proper storage practices, and effective waste management without compromising quality, consistency, or service standards.
- Contribute to menu engineering initiatives by analysing item performance and pricing to help maximize revenue and overall menu profitability.
- Support and participate in monthly stocktakes to maintain accurate inventory levels, reduce excess ordering, and ensure efficient kitchen operations.
- Ensure purchasing compliance by adhering to company procurement guidelines and vendor agreements

for all consumables, equipment, and FF&E (Furniture, Fixtures & Equipment).

- Assist in managing inventory and supplier relationships, prioritizing local and sustainable sources where possible to balance cost, quality, and environmental impact.
- Support the oversight of culinary assets, ensuring proper handling and care of all kitchen equipment and promptly reporting any damage or losses.

Compliance, Health and Safety:

- Support compliance with all company policies, food safety laws, and employment regulations by monitoring kitchen practices and maintaining accurate operational documentation; assist with internal and external audits as required.
- Uphold high standards of hygiene, food safety, and sanitation across all kitchen and food service areas, in line with local regulations and global best practices.
- Conduct regular inspections of kitchen equipment and workspaces to ensure cleanliness, functionality, and readiness for safe daily operations.
- Assist in developing and implementing kitchen SOPs and quality assurance measures that align with the resort’s operational goals and performance benchmarks.
- Promote a safe and healthy work environment by supporting the implementation of health and safety procedures for all culinary team members.
- Participate in workplace safety inspections and incident investigations, contributing to risk assessments and ensuring corrective actions are followed through.
- Maintain accurate health and safety records for all kitchen staff, including incident reports, training records, and compliance documentation.
- Collaborate with the Executive Chef, health authorities, and internal safety teams during audits, inspections, and required reporting to ensure full compliance and operational readiness.

3. Key Performance Indicators:

- Priority Area 1: Be Resilient and Adaptable
- Priority Area 2: Ensure Sustainability
- Priority Area 3: Build Brand Equity
- Priority Area 4: Enhance Guest Experience
- Priority Area 5: Develop and Value Our People
- Priority Area 6: Improve Operational Frameworks
- Priority Area 7: Ensure Compliance

4. Experience:

Essential Criteria

- Strong organizational skills with a proactive, hands-on, and service-oriented attitude.
- Minimum 3–5 years’ proven experience as an Executive Sous Chef, Senior Sous Chef, or similar leadership role within a luxury hospitality environment, preferably in a resort, island, or cruise ship setting.
- Strong leadership and adaptability skills, with experience supporting the management, training, and development of culinary teams.
- Demonstrated expertise in menu development, with the ability to contribute to innovative, seasonal menus featuring local ingredients.
- Solid knowledge of food safety, hygiene standards, and kitchen operations, ensuring compliance with local and international regulations.
- Proven ability to support the management of food and beverage costs, inventory, and supplier relationships effectively.
- Flexibility to work varied hours, including weekends and special events.
- Proven ability to work confidentially, objectively, and with empathy within a cross-cultural team

Desirable Criteria

- Experience supporting the design and execution of catering for weddings, private functions, and special events.
- Knowledge of diverse dietary requirements, allergies, and cultural food practices.
- Previous experience working with Fijian cuisine or Pacific Island ingredients.
- Familiarity with bar operations and beverage pairing principles.
- Experience contributing to environmentally sustainable kitchen practices and waste reduction programs.
- Strong networking skills within local food suppliers and the regional culinary community.

environment.	
<ul style="list-style-type: none"> • Excellent communication and collaboration skills to work cross-departmentally and engage with guests. 	

5. Qualifications:

Essential Criteria <ul style="list-style-type: none"> • Culinary degree or equivalent professional qualification from a recognized culinary institute or hospitality school. • Relevant food safety and hygiene certification (e.g. HACCP, ServSafe, or equivalent). • Strong working knowledge of Microsoft 365 (Outlook, MS Office), HRIS systems, and/or Google Workspace. • Demonstrated professionalism and integrity, with a strong commitment to ethical kitchen and business practices. 	Desirable Criteria <ul style="list-style-type: none"> • Formal training or certification in leadership, hospitality management, or team development. • Training or certification in sustainability practices for culinary operations. • Up-to-date first aid or workplace health and safety certification.
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6. Core Competencies:

<i>Business Awareness</i>	<ul style="list-style-type: none"> • Demonstrates a strong understanding of the resort’s operating environment, guest expectations, and luxury hospitality standards. • Adopts and upholds best-practice culinary standards while staying current with industry trends, techniques, and innovations. • Contributes creative and innovative ideas to address operational challenges and continuously enhance the guest dining experience. • Demonstrates a solid understanding of kitchen operations, cost drivers, resource management, and service dynamics, using this insight to support effective culinary decision-making. • Takes accountability for kitchen performance, including food quality, cost control, compliance, and team productivity, applying sound operational judgement. • Identifies and supports opportunities to improve kitchen efficiency, sustainability practices, and overall service delivery. • Understands the balance between daily operational demands and long-term consistency, ensuring decisions uphold quality standards, team wellbeing, and the resort’s brand reputation.
<i>Relationship Management</i>	<ul style="list-style-type: none"> • Build and maintain strong, professional relationships with internal teams, suppliers, and key stakeholders to support smooth kitchen and resort operations. • Be approachable and supportive, providing guidance to team members on kitchen operations, food safety, compliance, and service standards. • Effectively manage multiple responsibilities and service periods simultaneously, balancing the expectations of the Executive Chef, team members, and other departments. • Foster strong collaboration with the Executive Chef, resort leadership, front-of-house teams, and suppliers to ensure alignment and shared accountability in delivering exceptional guest experiences. • Act as a senior kitchen leader in the absence of the Executive Chef, providing confident direction on daily operations, food quality, and compliance standards. • Demonstrate visible and supportive leadership that builds trust, motivates the team, and reinforces accountability across all kitchen operations. • Support the development of a high-performing culinary team by mentoring, coaching, and contributing to succession planning and capability building. • Manage competing priorities in a fast-paced environment, maintaining high standards while promoting inclusion, teamwork, and a respectful workplace culture.
<i>Communication</i>	<ul style="list-style-type: none"> • Communicates clearly, confidently, and professionally, adapting style and messaging to suit the Executive Chef, resort leadership, team members, and guests. • Engages effectively with the Executive Chef and leadership team,

	<p>contributing ideas, providing feedback, and constructively supporting decision-making.</p> <ul style="list-style-type: none"> • Communicates with clarity and consistency across all kitchen operations, ensuring expectations, standards, and priorities are well understood. • Manages difficult situations with professionalism and a calm, solutions-focused approach. • Influences team members and colleagues through effective, respectful, and tactful communication. • Supports alignment between kitchen and resort leadership by sharing insights and operational feedback to inform decisions. • Handles sensitive or high-pressure situations with discretion, emotional intelligence, and sound judgement. • Maintains objectivity and composure in challenging conversations, ensuring issues are addressed respectfully and resolved effectively.
<i>Planning & Execution</i>	<ul style="list-style-type: none"> • Effectively plans, prioritises, and coordinates kitchen operations, ensuring resources and timelines align with service demands and business objectives. • Supports the delivery of culinary initiatives, events, and daily service, ensuring high standards and smooth execution. • Anticipates operational challenges and risks, implementing practical solutions in a timely manner. • Makes sound decisions in fast-paced, high-pressure environments while maintaining consistency and quality. • Balances immediate service needs with longer-term operational goals to support efficiency and continuous improvement. • Supports the development and maintenance of SOPs and structured processes to ensure consistency, productivity, and quality across kitchen operations.
<i>Results & Quality Focus</i>	<ul style="list-style-type: none"> • Sets clear performance expectations for the kitchen team, monitoring progress and ensuring delivery against agreed standards, objectives, and timeframes. • Maintains consistently high standards of food quality, presentation, and execution, with strong attention to detail and accuracy. • Drives accountability across the team, reinforcing ownership, discipline, and performance outcomes. • Identifies and implements improvements to kitchen processes and ways of working to enhance efficiency, productivity, and service delivery. • Promotes a culture of continuous improvement, encouraging feedback, learning, and ongoing development within the team. • Actively manages cost control initiatives, including food cost, waste reduction, and efficient use of resources, without compromising quality.
<i>Company Values</i>	<ul style="list-style-type: none"> • Integrity – Be honest, sincere and have strong moral principles with absolute confidentiality in all actions and dealings • Accountability – Be responsible, reliable and take ownership of your actions • Commitment – Be the best you can be • Teamwork – Be supportive, cooperative and inclusive • Respect – Be humble, take pride and value others

This Job Description sets out the main duties of the post at the date when it was drawn up. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence, and all Raffe Hotels & Resorts employees are expected to be flexible in undertaking the duties and responsibilities attached to their role, and may be asked to perform other duties, which reasonably correspond to the general character of their role and level of responsibility.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

[Signature]

[Name]

Executive Sous Chef

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