

Schedule 2 - Job Description



1. Role:

Position: Executive Chef

Job Description No.

Department: Kitchen/Food & Beverage

Reporting to: General Manager, LIR on island & Group Executive Chef

Summary:

Lead and actively direct all day-to-day culinary operations across the resort, overseeing every stage of service from early-morning preparation through late-evening dining experiences. Drive daily specials and wellness-focused menu development, special event execution, and consistently exceptional culinary delivery aligned with brand standards and elevated guest expectations. This hands-on leadership role works alongside the kitchen team in all areas of production and service, ensuring excellence in food quality, presentation, timing, and guest satisfaction while maintaining strong operational performance, financial accountability, compliance, team development, and sustainable luxury dining practices within an adults-only island resort environment.

2. Responsibilities:

- Lead and oversee all culinary operations across the restaurant, Spa Wellness offering, in-villa dining, and special events, ensuring exceptional food standards aligned with the resort's luxury boutique positioning.
- Foster and champion a positive, high-performing culinary culture that reflects the warmth, professionalism, and generosity of Fijian hospitality.
- Design, implement, and continuously evolve daily specials, menus, wellness offerings, and bespoke dining experiences that are globally inspired, commercially successful, and showcase premium local ingredients.
- Lead, develop, and performance manage the kitchen team through effective recruitment, training, mentoring, succession planning, and capability development initiatives.
- Oversee manning planning and roster management to ensure operational efficiency, team productivity, and budget expectations are achieved in line with occupancy demands.
- Maintain exceptional culinary execution through a hands-on leadership approach that drives consistency, creativity, presentation standards, operational discipline, and service excellence.
- Oversee the planning and delivery of weddings, private dining experiences, VIP events, and tailored guest experiences to ensure a personalised and memorable offering.
- Champion sustainable kitchen practices through responsible sourcing, seasonal procurement, effective stock utilisation, and waste minimisation initiatives.
- Engage with guests to personalise dining experiences and professionally manage dietary, allergy, cultural, and wellness requirements.
- Collaborate closely with the General Manager, Group Executive Chef, and department leaders to support operational planning, commercial performance, and a seamless end-to-end guest experience.
- Ensure all culinary operations are delivered in line with company standards, financial objectives, compliance requirements, and the resort's luxury brand expectations.

Profit and Loss:

- Monitor and manage food and beverage costs, inventory levels, supplier performance, and operational expenditure to achieve profitability targets and support commercial performance.
- Drive cost control initiatives through effective production planning, standardised recipes, portion control, stock management, and waste minimisation practices without compromising quality or guest experience.
- Apply menu engineering and pricing strategies to optimise menu performance, maximise revenue opportunities, and support overall outlet profitability.
- Oversee monthly stocktakes and inventory controls to ensure accurate reporting, efficient purchasing practices, and effective stock utilisation.

- Ensure all purchasing activities, consumables, equipment, and FF&E procurement comply with company policies, approved supplier agreements, and budget expectations, including CAPEX planning and oversight where required.
- Build and maintain strong supplier relationships, prioritising quality, consistency, sustainability, and cost-effective local sourcing opportunities.
- Oversee the care, maintenance, and security of all culinary assets, ensuring equipment is properly maintained and operational issues are addressed promptly.

Compliance, Health and Safety:

- Ensure compliance with all company policies, food safety legislation, employment regulations, and relevant Fiji health and safety standards across all culinary operations.
- Maintain exceptional standards of hygiene, food safety, sanitation, and workplace presentation across all food preparation, service, and storage areas.
- Develop, implement, and continuously improve SOPs, recipes, HACCP procedures, quality assurance standards, and operational compliance processes.
- Conduct regular workplace inspections, equipment checks, risk assessments, and incident investigations, ensuring corrective actions are implemented promptly and effectively.
- Promote a safe and healthy work environment through training, coaching, accountability, and visible leadership in workplace health and safety practices.
- Ensure appropriate handling, storage, stock rotation, and inventory control practices are maintained in line with food safety and operational standards.
- Maintain accurate and up-to-date records relating to health and safety, food safety, training, incidents, maintenance, stock control, and compliance documentation.
- Lead internal and support external audits in collaboration with the General Manager, Group Executive Chef, health authorities, and relevant regulatory bodies to ensure operational readiness and ongoing compliance with company and legislative requirements.
- Support the implementation and ongoing delivery of the Group Environmental & Sustainability Framework (ESF) through responsible operational practices, sustainable sourcing, waste management initiatives, compliance standards, and team engagement across all culinary operations.

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

- Minimum 5 years' experience as an Executive Chef, Head Chef, or similar senior kitchen leadership role within a luxury resort, premium restaurant, cruise ship, or remote island hospitality environment, including oversight of kitchen operations.
- Proven leadership capability with experience managing and developing high-performing multicultural teams within a luxury hospitality environment.
- Expertise in menu development, menu engineering, food and beverage planning, and delivering high-quality offerings using fresh and locally sourced ingredients.
- Strong commercial and operational acumen, including budgeting, cost control, purchasing, inventory management, supplier management, and operational planning.
- Strong knowledge of food safety, hygiene, HACCP

Desirable Criteria

- Experience designing and delivering catering and bespoke dining experiences for weddings, private functions, VIP events, and special occasions.
- Previous experience working with Fijian cuisine, Pacific Island ingredients, or within a remote island resort environment.
- Experience implementing environmentally sustainable kitchen practices, waste reduction initiatives, and responsible sourcing programs aligned with sustainability frameworks.
- Strong networking and relationship management skills within local suppliers, producers, fishermen, growers, and the regional hospitality community.
- Formal training or exposure to wellness-focused dining concepts, spa cuisine, or contemporary luxury resort dining trends.

<p>principles, workplace health and safety, operational compliance, allergen management, and diverse dietary requirements.</p> <ul style="list-style-type: none"> • Ability to balance hands-on operational leadership with strategic planning, problem-solving, administration, and guest-focused decision-making. • Experience operating effectively within a remote or island resort environment, including adapting to logistical, supply chain, and operational challenges. • Excellent communication, organisational, stakeholder management, and guest engagement skills, with the ability to build effective working relationships across departments and leadership teams. • Flexibility to work varied hours, including weekends, evenings, and special events, in line with operational requirements. 	
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5. Qualifications:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Culinary degree, trade qualification, or equivalent professional certification from a recognised culinary institute, hospitality school, or accredited training provider. • Current food safety and hygiene certification (e.g. HACCP, ServSafe, or equivalent). • Current workplace health and safety certification relevant to commercial kitchen operations. • Proficiency in Microsoft 365, OneDrive, and relevant hospitality inventory, procurement, and operational systems. 	<ul style="list-style-type: none"> • Formal qualification or certification in leadership, hospitality management, or business management. • Certification or professional training in sustainability, environmental management, or responsible sourcing practices. • Current first aid, emergency response, or crisis management certification relevant to remote island resort operations. • Additional certification or professional development in wellness dining, nutrition, or contemporary food and beverage trends.

6. Core Competencies:

<i>Business Awareness</i>	<ul style="list-style-type: none"> • Demonstrates a strong understanding of the operating environment, guest expectations, and commercial drivers within a luxury hospitality setting. • Adopts and upholds best-practice kitchen, food safety, and hospitality standards while remaining current with industry trends and innovations. • Applies sound commercial and operational judgement to support quality outcomes, operational efficiency, and overall business performance. • Generates innovative and practical solutions to address operational challenges, improve service delivery, and enhance the guest experience. • Identifies opportunities to improve operational efficiency, sustainability practices, and long-term business performance.
<i>Relationship Management</i>	<ul style="list-style-type: none"> • Builds and maintains strong, professional relationships with team members, leadership, suppliers, and key stakeholders to support effective resort operations. • Demonstrates visible, approachable, and supportive leadership that builds trust, motivates teams, and reinforces accountability across kitchen and supporting bar operations. • Fosters collaboration and shared accountability across kitchen, bar, front-of-house, and wider resort teams to deliver exceptional guest experiences. • Supports the development of high-performing teams through mentoring, coaching, succession planning, and capability building initiatives. • Effectively manages competing operational priorities and stakeholder expectations while promoting inclusion, teamwork, and a respectful workplace culture.
<i>Communication</i>	<ul style="list-style-type: none"> • Communicates clearly, professionally, and confidently, adapting messaging and communication style to suit leadership teams, colleagues, team members, suppliers, and guests. • Communicates with clarity and consistency across all kitchen operations, ensuring expectations, priorities, and service standards are clearly

	<p>understood.</p> <ul style="list-style-type: none"> Engages confidently with leadership teams, contributing ideas, operational insights, and constructive feedback to support effective decision-making. Influences and supports team members and colleagues through respectful, tactful, and solutions-focused communication. Handles difficult, sensitive, or high-pressure situations with professionalism, discretion, emotional intelligence, and sound judgement.
<i>Planning & Execution</i>	<ul style="list-style-type: none"> Effectively plans, prioritises, and coordinates kitchen and supporting bar operations to ensure resources, service delivery, and operational requirements align with business objectives and guest expectations. Leads the execution of operational initiatives, events, and daily service periods, ensuring high standards, operational efficiency, and consistent delivery. Anticipates operational challenges, risks, and changing business demands, implementing practical and timely solutions to maintain continuity and performance. Balances immediate operational priorities with long-term strategic objectives, maintaining adaptability, efficiency, and continuous improvement within a fast-paced environment. Develops, implements, and maintains SOPs, structured processes, and operational controls to support consistency, compliance, productivity, and quality standards.
<i>Results & Quality Focus</i>	<ul style="list-style-type: none"> Sets clear performance expectations, monitors progress and drives accountability to ensure delivery against agreed food standards, operational objectives, and service expectations. Maintains consistently high standards of food quality, service delivery, and operational execution, with strong attention to detail and accuracy. Identifies and implements improvements to systems, processes, and ways of working to enhance operational efficiency, productivity, consistency, and overall guest experience. Promotes a culture of continuous improvement, innovation, learning, and accountability, encouraging feedback and the ongoing refinement of operational practices and service standards. Actively manages cost control, resource utilisation, and waste reduction initiatives across kitchen operations while maintaining quality standards, guest satisfaction, and operational excellence.
<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 Chef

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