

GREAT PLAINS

CONSERVING AND EXPANDING NATURAL HABITATS

At Great Plains we are proud to represent our camps and Botswana to guests from all over the world. We treat our guests and our colleagues with respect and work hard together to deliver the highest quality of service to all. We are looking for highly motivated energetic and dedicated individual a passion to grow in the tourism field. The applicants will be based in remote areas where Great Plains Conservations operates.

Executive Chef X2

Job Title: Executive Chef
Reports To: Camp General Manager
Function: Operations
Location: Botswana

PURPOSE OF THE JOB:

The Executive Chef is responsible for consistent preparation of innovative and creative cuisine of the highest quality, presentation and flavour for the dining rooms, banquets and other food facilities, resulting in outstanding guest satisfaction. Additionally responsible for the smooth running of the kitchen and manage areas of profit, stock, wastage control, hygienic practices and training within the kitchen

BRIEF DESCRIPTION OF POSITION

Administration

- Review weekly and monthly schedules to meet forecast and budget
- Ensure disciplinary procedures and documentation are completed according to the operational standards and policies
- Discuss daily food cost reports with key kitchen and Food and Beverage team members

Training

- Trains, develops and motivates supervisors and the culinary staff to meet and exceed established food preparation standards on consistent basis
- Identifies the developmental needs of the kitchen staff and provide coaching, mentoring and help them increase their knowledge or skills
- Trains kitchen associates on the fundamentals of good cooking and excellent plate presentations

Planning and Organising

- Coordinates with the purchasing department for acquisition of needed goods and services
- Ensure proper purchasing, receiving and food storage standards in the kitchen
- Ensure sufficient staffing levels are scheduled to accommodate business demands

Departmental Leadership

- Display exceptional leadership by providing a positive work environment
- Provide guidance and direction to subordinates, including setting performance standards and monitoring

Guest Relations

- Interacts with guests to obtain feedback on food quality, and service levels
- Actively responds to and handles guest problems and complaints
- Work closely with management to make sure guests dietaries and guest satisfaction is met

MINIMUM REQUIREMENTS

- Diploma in Food Production from a recognised institution
- Minimum 3-5 years' experience in a similar position preferably in a remote environment
- Proven track record in Training
- Fully computer literate in windows suite
- Self-motivated
- Ability to work with a team and under pressure.
- Minimum 3 contactable references

Sous Chef X2

Job Title: Sous Chef
Reports To: Executive Chef
Location: Bush Based

PURPOSE OF THE JOB:

The Sous chef supports the Head chef and Executive chef in managing kitchen operations, ensuring guest satisfaction, and maintaining a successful independent profile. They should exhibit culinary talents by personally performing tasks while assisting in leading the staff and managing all food related functions. Also assists in supervising all kitchen areas to ensure consistency and that high quality product is produced.

KEY DUTIES AND RESPONSIBILITIES:

- Assist with directing and coordinating the daily activities of the Camp's kitchen.
- Supervise the kitchen team to ensure adherence of shifts and that all team members conduct their duties correctly.
- Assist to control department's expenses, by efficient use of all food products and minimising wastage.
- Ensuring Back of House meals are of good quality and quantity, coaching the staff chef and guiding them to what is expected from them.
- Follow the Company's operations plan as outlined in the Operations Manual and within all the camp specific SOP's.
- Collaborates with the Executive Chef/ Manager to address special requests and optimize product usage.
- Exercises initiative and creativity in alignment with Great Plains style of cooking and presentation.
- Staying informed about new market offerings and keeping up with the latest product trends.
- Hosting guests on arrivals, lunch and tea as well as interacting with guests during dinner and hosting interactive kitchen dinner.
- Maintaining Cleanliness, Safety and Hygiene Standards.

- Reporting and taking appropriate action to correct any health or safety hazards.
- Initiating relevant maintenance reports and following up.
- Responsible for all kitchen equipment and assisting with food stocks
- Carrying out administration duties such as assisting with weekly & monthly stock take, ordering of produce etc
- Issuing produce and filling in the issue sheets for guest and staff accordingly every week.
- To relief the Suite Chef as and when needed.

QUALIFICATIONS AND REQUIREMENTS:

- Certificate of cooking and culinary by a recognised institution
- Certificate in Food and Beverage by a recognised institution
- Minimum 3-5 years' experience in a senior position preferably in a remote environment
- Minimum 3-5 years' experience in five-star fine dining kitchen
- Minimum 3 contactable references

COMPETENCIES

- Attitude of listening and learning.
- Excellent Communication skills.
- Organization in the workplace.
- Able to work under- pressure and unsupervised.
- Good people skills.
- Well dressed and groomed.
- Attention to detail.

Auto Electrician

Job Title: Auto Electrician
Reports To: Maintenance Manager/ Technical Services Manager
Location: Bush Based

PURPOSE OF THE JOB:

An auto electrician specializes in installing, maintaining, and repairing electrical systems within automotive vehicles.

BRIEF DESCRIPTION OF POSITION

- Installing new vehicle wiring systems.
- Troubleshooting and installing immobilizer and alarm systems.
- Diagnosing electrical issues and proposing solutions.
- Inspect vehicle computer and electronic systems to repair, maintain and upgrade.
- Providing management with estimated repair time and cost.
- Repairing and replacing faulty wiring or electrical systems.
- Servicing electrical automotive parts.
- Maintaining a clean working environment.
- Completing relevant job reports and paperwork.

NB: This is not an exhaustive list of responsibilities.

QUALIFICATIONS AND REQUIREMENTS:

- Full National Craft Certificate/ Diploma in Automotive Electrical Engineering or equivalent from a recognised institution.
- At least 5 years relevant post qualification experience as an auto electrician in an established workshop.
- Advanced knowledge of modern vehicular electrical systems.
- Ability to work under pressure and unsupervised.
- Experience in working with Land Cruiser 4.2L diesel power engine an added advantage.
- Consideration will be made for candidates with record of completion of apprenticeship in the relevant field.
- Proficiency in operating electrical diagnostic equipment.
- Excellent knowledge of electronic components of vehicles.
- Ability to handle various auto mechanic tools.

COMPETENCIES

- Ability to distinguish subtle colour variations.
- Well-versed in complex mechanical or electrical systems of vehicles and have excellent problem-solving abilities.
- They must also be good communicators to provide advice to management and users.
- Willingness to observe all safety precautions for protection against accidents, dangerous fluids, chemicals etc.
- Excellent physical condition.

Auto Mechanic X2

Job Title: Auto Mechanic
Reports To: Maintenance Manager/ Technical Services Manager
Location: Bush Based

PURPOSE OF THE JOB:

To carry out maintenance and repair of vehicles including inspections, troubleshooting, fault diagnosis, repair works, parts replacement and routine service and maintenance in accordance with approved standards, systems and procedures to ensure maximum reliability and functionality.

BRIEF DESCRIPTION OF POSITION

- Follow maintenance checklists.
- Troubleshooting and faults diagnosis
- Automotive repairs and parts replacement
- Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately.
- Conduct minor inspection of vehicle computer and electronic systems to repair, maintain and upgrade.
- Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity.
- Schedule future maintenance sessions and advise drivers on good vehicle use.
- Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks).
- Provide accurate estimates (cost, time, effort) for a repair or maintenance job.
- Keep logs on work and issues.
- Maintain equipment and tools in good condition.

NB: This is not an exhaustive list of responsibilities.

QUALIFICATIONS AND REQUIREMENTS:

- Full National Craft Certificate/ Diploma in Automotive Engineering or equivalent from a recognised institution.
- At least 5 years relevant post qualification experience as an auto technician for motor vehicles.
- Experience in working with Land Cruiser 4.2L diesel power engine an added advantage.
- Consideration will be made for candidates with record of completion of apprenticeship in the relevant field.
- Proven experience as auto mechanic
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Working knowledge of vehicle diagnostic systems and methods
- Ability to handle various auto mechanic tools.

COMPETENCIES

- An excellent auto mechanic has good eye-hand coordination and manual dexterity.
- They are well-versed in complex mechanical or electrical systems of vehicles and have excellent problem-solving abilities.
- They must also be good communicators to provide advice to management and users.
- Willingness to observe all safety precautions for protection against accidents, dangerous fluids, chemicals etc.
- Excellent physical condition.

Chef de Partie

Job Title: Chef de Partie
Reports To: Executive Chef
Location: Bush Based

PURPOSE OF THE JOB:

The Chef de Partie (CDP) runs a section in the kitchen supporting the Head and Sous Chefs. The role is made up of many varying responsibilities including, preparing, cooking, and presenting, high quality dishes within their allocated section.

KEY DUTIES AND RESPONSIBILITIES:

- Estimates the daily production needs and checking the quality of raw and cooked food products to ensure that standards are met.
- Consults daily with Sous Chef, Head Chef and or Executive Chef on the daily requirements, functions and also about any last-minute events.
- Demonstrates full awareness of all menu items, their recipes, methods of production and presentation standards.
- Assists with any stock control systems in place eg Ordering, Issuing, Receiving and Stock Taking
- Produces own work in accordance to set deadlines in order to assist and encourage others in achieving this aim.
- Ensures effective communication between staff by safeguarding and friendly working environment.
- Setting an example to others for personal hygiene and cleanliness on and off duty.
- Responsible for ensuring high standard of kitchen Health, Hygiene & Safety.
- Assess quality control and adhere to the Great Plains service standards.

QUALIFICATIONS AND REQUIREMENTS:

- A diploma/ certificate in culinary arts.
- A history of superior food preparation in the form of references and or a portfolio
- Five (5) years of international establishment food preparation experience.
- Supervisory experience and skills.
- Able to work flexible working hours subject to the demands of the business.

COMPETENCIES

- Attitude of listening and learning.
- Excellent Communication skills.
- Organization in the workplace.
- Able to work under- pressure and unsupervised.
- Good people skills.
- Well dressed and groomed.
- Attention to detail.

Interested applicants should email a cover letter and updated CV to the below listed email addresses. The subject heading of the email should be the Job Title of the position one is applying for.

To: hr@greatplainsconservation.com

Cc: opportunities@greatplainsconservation.com

The remuneration package will be offered according to experience and qualifications of the successful candidate.

We do not accept hand deliveries.

Closing Date: 17h00 on Sunday 12th May 2024..

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.