



JOB OVERVIEW CAMPUS PRINCIPAL

JOB TITLE	Campus Principal
COMPANY	Chefs Training and Innovative Academy (Pty) Ltd
DIVISION	Campus
LOCATION	Stellenbosch
POSITION TYPE	Full Time
SECOND LEVEL SUPERVISOR	Managing Director
FIRST LEVEL SUPERVISOR	Sales & Operations Manager
FIRST LEVEL SUBORDINATES	Campus Staff
SECOND LEVEL SUBORDINATES	N/A
INTERNAL CUSTOMERS	All Departments
EXTERNAL CUSTOMERS	Prospective Students, Students, Alumni, Parents, Financiers, Industry Partners & Associates, Suppliers, Regulatory Bodies

PRIMARY JOB PURPOSE	To ensure the professional general management and excellent performance of the Campus in terms of its facilities, staff, sales, overall finances, and student service delivery.
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KEY RESULT AREAS (KRA)	<ol style="list-style-type: none">1. Implement the national sales strategy and achieve Campus sales targets.2. Effective management of cost control of Campus financials, as well as Debtors management – to ensure profitability and sustainability.3. Management of System Administration and facilities in and around the Campus.4. To comply with regulations from accrediting and professional bodies and monitor a high standard of quality and excellence.5. Monitor the academic curriculum and from time to time teach management modules to ensure that students' achievements correlate with the expectations from industry.6. Manage performance of Campus staff.7. Implement a Customer Relationship Management Strategy at the Campus.
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DEGREE OF SUPERVISION	Works independently. Weekly meeting with First Level Supervisor. Reporting progress on complexed matters / challenges.
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JOB SPECIFICATION(S) MIN REQUIREMENTS	<ol style="list-style-type: none"> 1. Culinary Arts or Hospitality Management qualification equivalent to NQF5 or higher. 2. Conduct Outcomes based assessment (advantageous).
MINIMUM REQUIREMENTS: SKILL / KNOWLEDGE	<ol style="list-style-type: none"> 1. Inspirational and optimistic team leader. 2. Leadership – manage, monitor, lead and assist a team. 3. Conflict handling and problem-solving skills. 4. Critical thinking. 5. Planning, administration and organising skills. 6. Work independently. 7. Strong computer literacy. 8. Curriculum and assessment knowledge. 9. Research orientation. 10. Communication in writing, reading, and speaking. 11. Solid knowledge of Health, Safety and Food Regulations and practices. 12. National and global culinary knowledge. 13. Solid knowledge on kitchen management, culinary preparation, and cooking techniques. 14. Social perceptiveness.
LEGAL REQUIREMENTS	<ol style="list-style-type: none"> 1. Valid ID / Passport. 2. Valid and up to date driver’s licence. 3. Legal, Valid and Authentic Certificates of Qualifications. 4. Legal, Valid and authentic Transcripts of Qualifications where applicable. 5. Up to date Registrations / Scoping.
EXPERIENCE	<ol style="list-style-type: none"> 1. 3-years relevant experience in the hospitality industry. 2. 3-years management experience. 3. 1-year sales experience.