

KAMUZU



ACADEMY

Private Bag 1
Mtunthama, MALAWI
Tel: (265) 111659264
email: headmaster@ka.ac.mw

CATERING OFFICER

Kamuzu Academy is inviting applications from suitably qualified and experienced candidates for the position of Catering Officer. The successful candidate will be responsible for planning, organizing, and supervising all catering services within Kamuzu Academy to ensure the provision of nutritious, hygienic, and cost-effective meals to students, staff and guests.

About Kamuzu Academy

Kamuzu Academy is a selective, co-educational boarding school for students aged 11 to 18 years, following the Cambridge International Examinations (CIE) curriculum. Located on a beautiful, purpose-built campus approximately 2.5 hours north of Malawi's capital city, Lilongwe, the Academy offers exceptional academic, recreational, and sporting facilities.

We are a well-resourced international school with a long-standing reputation for academic excellence. At Kamuzu Academy, we place each student's success at the heart of our mission. With our dedicated team of teachers, motivated students, and supportive community, the Academy provides a rewarding and inspiring environment in which to teach and learn.

Kamuzu Academy is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. Our Safeguarding and Child Protection Policy can be accessed from the Academy's website.

The Role

The Catering Officer is responsible for managing and supervising Kamuzu Academy catering services to ensure the delivery of nutritious, hygienic, and cost-effective meals to students, staff and guests. The role includes planning balanced menus, overseeing daily kitchen operations, supervising catering staff, managing food inventory and ensuring compliance with food safety, hygiene, and institutional regulations. The officer also monitors budgets, maintains kitchen facilities and equipment, and prepares reports on catering operations while upholding high standards of service.

Main Duties and Responsibilities

- Oversee the daily operations of Kamuzu Academy catering services.
- Plan balanced and nutritious menus for students, staff and guests.
- Ensure compliance with food safety, hygiene, and sanitation standards.
- Supervise and coordinate catering staff including cooks, kitchen assistants, and service personnel.
- Manage food storage and inventory control.
- Monitor catering budgets and ensure cost-effective operations.
- Ensure proper maintenance and use of kitchen equipment and facilities.
- Maintain high standards of customer service in food provision.
- Prepare reports on catering operations and performance.
- Ensure adherence to institutional policies and relevant health regulations.

Requirements:

- Diploma or Degree in Hospitality Management, Catering Management, Food Production, Nutrition, or related field.
- Minimum of 5 years' experience in catering or institutional food service management.
- Experience in managing catering services in schools, colleges, universities, or large institutions will be an added advantage.
- Knowledge of food safety, hygiene standards, and kitchen management.
- Strong leadership, organizational, and communication skills.

How to Apply:

Interested candidates should submit a cover letter outlining their suitability for the role, a detailed Curriculum Vitae with Contact details of at least three professional referees and a completed Kamuzu Academy application form, which can be obtained from www.kamuzuacademy.com/public/vacancy

Applications should be sent via email to hrm@ka.ac.mw , clearly indicating ***“Catering Officer Application”*** in the subject line, no later than 16th March 2026.

Kamuzu Academy is an equal opportunity employer. We thank all applicants for their interest; however, only shortlisted candidates will be contacted. Further information about Kamuzu Academy can be found on our website: www.kamuzuacademy.com