

# Mandarin Restaurant Franchise Corporation

## Job Description

**Job Title:** Culinary Coordinator

**Reports to:** Corporate Chef

### SCOPE

The Culinary Coordinator supports the Corporate Chef in ensuring consistent food quality, menu execution, and culinary standards across all Mandarin locations. This role focuses on coordination, documentation and training support.

### Key Responsibilities

#### A) Menu & Recipe Support

- Assist in developing, updating, and standardizing recipes and menu items
- Maintain accurate recipe documentation, and ingredient lists
- Coordinate seasonal menu changes and ensure all Mandarin locations receive updated materials

#### B) Training

- Support the Corporate Chef in planning and delivering culinary training
- Prepare training materials, manuals, and SOPs

#### C) Operations Coordination

- Monitor day to day kitchen operations to ensure menu compliance, processes compliance and equipment standards are being met
- Assist with food safety compliance and quality assurance checks
- Gather feedback from Mandarin locations and relay operational needs to the Corporate Chef

#### D) Procurement & Inventory Support

- Coordinate with purchasing teams to ensure product availability
- Assist with evaluating new ingredients, suppliers, and equipment
- Track usage trends and identify opportunities to improve efficiency

## **E) Administration**

- Organize culinary schedules, tastings, meetings, and product demos
- Maintain culinary files and documents
- Assist with recipe costing
- Support special events, promotions, and new location openings

## **F) Others**

- Some travel to locations may be required
- Cook for various corporate and the Garden Banquet & Convention Centre as needed
- Perform other duties and projects, as required

## **Qualifications**

- Culinary degree or certification from a recognized culinary institution
- Minimum of 2-3 years of experience in a culinary operations, food service, or hospitality
- Strong knowledge of culinary techniques, food preparation methods, and kitchen management principles
- Strong organizational and communication skills
- Attention to detail and a commitment to upholding high standards of food quality and service
- Proficiency with Microsoft Office (Words, Excel, PowerPoint)
- Food Safety Certification is mandatory
- Flexibility to work evenings, weekends, and holidays as required
- Bilingualism (Chinese and English)

Mandarin Restaurant is an equal opportunity employer offering a competitive salary and benefits package. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We sincerely thank all candidates who have applied, however, only those selected for an interview will be contacted.