



**CHARTERHOUSE**  
LAGOS



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LAGOS



**CATERING AND DINING STAFF**  
**PASTRY CHEF, LINE COOK, FRONT OF HOUSE -SERVER,**  
**KITCHEN ASSISTANT, RUNNER, JANITOR**



### Catering & Dining Staff

This is an exciting opportunity for talented and hard-working individuals with a desire to work in an environment that strives for excellence in all it does.

We are seeking skilled and experienced Catering & Dining staff who will support the delivery of high-quality food production and service across the school. The roles involve working within the catering and dining operation to ensure efficient daily service delivery, maintaining high standards of food safety, hygiene and organisation, and supporting the smooth running of catering services for students, staff and visitors.

### Job Descriptions – Catering & Dining Staff

**Positions:** Catering & Dining Staff – Pastry Chef, Line Cooks, Kitchen Assistants, Front of House – Servers, Runners and Janitors

**Position Types:** Full-Time (including occasional evenings and weekends as required)

**To Apply:** Ensure your cv is saved with your name and job role you are applying for.

*Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.*





## 1. Job Description – Pastry Chef

Position: Pastry Chef - 4 Individuals

Reporting to: Executive Chef

**Role Overview:** The Pastry Chef is responsible for the preparation and production of bakery and pastry items across the school catering service, ensuring high-quality presentation, consistency, and compliance with food safety standards.

Qualifications and Experience	Essential	Desirable
Diploma in Hospitality, or a related field.	Yes	
Minimum of 4 years' relevant operational or hospitality experience.	Yes	
Knowledge of bakery and pastry production techniques.	Yes	
Experience working in busy kitchen environments.	Yes	
Understanding of food safety and hygiene requirements.	Yes	
Experience in large-scale catering operations.		Yes
Food Safety and Hygiene certification.		Yes
Experience in a school or boarding environment.		Yes
Skills & Competencies		
Ability to maintain consistency in food quality and service.	Yes	
Creativity and attention to presentation detail.	Yes	
Excellent baking and pastry-making skills.	Yes	
Ability to handle production schedules and kitchen operations under pressure.	Yes	
Strong teamwork and communication skills.	Yes	
High standards of organisation and attention to detail.	Yes	
Personal Attributes		
Passionate about baking and pastry-making.	Yes	
Flexible and adaptable to operational demands.	Yes	
Team-oriented and reliable.	Yes	
Ability to work independently and as part of a team.	Yes	
Calm and composed under pressure.	Yes	
Commitment to high standards of food quality and hygiene.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with staff.	Yes	

Key Responsibilities	
<b>1</b>	<b>Pastry Production:</b>
i	Prepare bakery and pastry items for daily service.
ii	Ensure consistency, quality, and presentation of all pastry products.
iii	Manage pastry production schedules to meet service requirements
<b>2</b>	<b>Hygiene &amp; Food Safety:</b>
i	Maintain strict hygiene standards in all pastry production areas.
ii	Ensure compliance with food safety regulations.
iii	Monitor storage and ingredient quality.
<b>3</b>	<b>Food Safety &amp; Compliance:</b>
i	Ensure compliance with food safety, hygiene, and health regulations
ii	Support monitoring of temperature control, storage, and stock handling.
iii	Report any operational or safety issues to the Executive Chef.



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<b>4</b>	<b>Operational Support:</b>
<b>i</b>	Support catering operations during high-volume service periods.
<b>ii</b>	Assist with special events and functions requiring pastry production.
<b>iii</b>	Work collaboratively with kitchen teams to ensure service efficiency.



## 2. Job Description – Line Cook

Position: Line Cook - 4 Individuals

Reporting to: Sous Chef

**Role Overview:** The Line Cook is responsible for supporting food preparation and cooking within designated kitchen sections, ensuring consistency, quality, and adherence to kitchen standards.

Qualifications and Experience	Essential	Desirable
Bachelor's degree or Diploma in Hospitality, or a related field.	Yes	
Minimum of 2 years' relevant operational or hospitality experience.	Yes	
Basic understanding of food preparation techniques.	Yes	
Experience working in busy kitchen environments.	Yes	
Understanding of food safety and hygiene requirements.	Yes	
Experience in large-scale catering operations.		Yes
Food Safety and Hygiene certification.		Yes
Experience in a school or boarding environment.		Yes
Skills & Competencies		
Ability to follow instructions and recipes accurately.	Yes	
Strong teamwork and communication skills.	Yes	
High standards of organisation and attention to detail.	Yes	
Personal Attributes		
Reliable and hardworking.	Yes	
Flexible and adaptable to operational demands.	Yes	
Positive attitude and willingness to learn.	Yes	
Team-oriented and reliable.	Yes	
Ability to work independently and as part of a team.	Yes	
Calm and composed under pressure.	Yes	
Commitment to high standards of food quality and hygiene.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with staff.	Yes	

Key Responsibilities	
<b>1</b>	<b>Food Preparation:</b>
i	Assist in preparing meals across kitchen sections.
ii	Follow recipes and production guidelines accurately.
iii	Assist with stock handling and preparation tasks.
<b>2</b>	<b>Kitchen Support:</b>
i	Support chefs in daily kitchen operations.
ii	Maintain cleanliness and organisation of workstations.
iii	Monitor storage and ingredient quality.
<b>3</b>	<b>Hygiene &amp; Safety:</b>
i	Ensure compliance with food safety, hygiene, and health regulations
ii	Follow all food safety and hygiene procedures.
iii	Report any operational or safety issues to supervisors.



### 3. Job Description – Front of House Staff (Servers)

Position: Front of House Staff (Servers) - 6 Individuals

Reporting to: Dining Room Supervisor

**Role Overview:** The Front of House Staff supports dining operations and service delivery across the school's catering provision, ensuring high standards of professionalism, organisation, hygiene and customer service during all meal services and events.

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum Qualification: OND, Diploma in Hospitality, or a related field.	Yes	
Minimum of 1 year relevant operational or hospitality experience.	Yes	
Understanding of food safety and hygiene requirements.	Yes	
Experience within large-scale catering or hospitality operations		Yes
Food Safety and Hygiene certification.		Yes
Experience in a school or boarding environment.		Yes
<b>Skills &amp; Competencies</b>		
Ability to maintain consistency in food quality and service.	Yes	
Excellent interpersonal and communication skills.	Yes	
Ability to work efficiently in busy service environments.	Yes	
Commitment to maintaining high standards of professionalism and presentation.	Yes	
Strong teamwork and customer service skills.	Yes	
High standards of organisation and attention to detail.	Yes	
<b>Personal Attributes</b>		
Professional and approachable manner.	Yes	
Customer-focused mindset.	Yes	
Positive attitude and willingness to support colleagues.	Yes	
Ability to work independently and as part of a team.	Yes	
Calm and composed under pressure.	Yes	
Strong sense of responsibility.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	

<b>Key Responsibilities</b>	
<b>1</b>	<b>Service Delivery:</b>
i	Support the effective delivery of catering and dining operations.
ii	Assist with meal service and operational set-up across dining areas.
iii	Ensure a welcoming and professional environment for students, staff and visitors.
<b>2</b>	<b>Operational Standards:</b>
i	Maintain high standards of professionalism and organisation.
ii	Support hygiene, safety and operational standards across all service areas.
iii	Ensure dining and service areas remain clean, organised and presentable throughout service periods.
<b>3</b>	<b>Team Collaboration:</b>
i	Work collaboratively with colleagues across the catering department.
ii	Support operational requirements during events and special functions.
iii	Communicate effectively with supervisors and team members to support smooth daily operations.



#### 4. Job Description – Kitchen Assistant

Position: Kitchen Assistant - 3 Individuals

Reporting to: Sous Chef

**Role Overview:** The Kitchen Assistant provides operational support within the kitchen, assisting with food preparation, cleaning and general kitchen organisation while maintaining high standards of hygiene and operational efficiency.

Qualifications and Experience	Essential	Desirable
Minimum Qualification: OND, Diploma in Hospitality, or a related field.	Yes	
Minimum of 3 years' relevant operational or hospitality experience.	Yes	
Commitment to high operational and professional standards.	Yes	
Experience within large-scale catering or hospitality operations		Yes
Food Safety and Hygiene certification.		Yes
Experience in a school or boarding environment.		Yes
Skills & Competencies		
Excellent interpersonal and communication skills.	Yes	
Strong organisational and teamwork skills.	Yes	
Ability to work efficiently in a busy kitchen environment.	Yes	
Commitment to maintaining high standards of professionalism and presentation.	Yes	
Ability to follow instructions accurately and efficiently.	Yes	
Understanding of food safety and hygiene procedures and requirements.	Yes	
Attention to detail and commitment to cleanliness standards.	Yes	
Personal Attributes		
Professional and approachable manner.	Yes	
Positive and reliable approach to work.	Yes	
Willingness to learn and support kitchen operations.	Yes	
Ability to work independently and as part of a team.	Yes	
Calm and composed under pressure.	Yes	
Strong work ethic and team-focused attitude.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	

Key Responsibilities	
<b>1</b>	<b>Kitchen Support:</b>
i	Support daily kitchen operations and food preparation activities.
ii	Assist with preparation, cleaning and general kitchen organisation.
iii	Support stock handling and storage procedures within kitchen areas.
<b>2</b>	<b>Hygiene &amp; Safety:</b>
i	Maintain high standards of cleanliness and hygiene across kitchen areas.
ii	Support hygiene, safety and operational standards.
iii	Ensure compliance with food safety and cleaning procedures.
<b>3</b>	<b>Team Collaboration:</b>
i	Work collaboratively with colleagues across the catering department.
ii	Support operational requirements during busy service periods and events.
iii	Assist chefs and supervisors with operational tasks as required.



## 5. Job Description – Runner

Position: Runner - 2 Individuals  
Reporting to: Dining Room Supervisor

**Role Overview:** The Runner supports operational flow across catering and dining services by assisting with the movement of food, equipment and service items between kitchen and dining areas during meal services and events.

Qualifications and Experience	Essential	Desirable
Minimum Qualification: OND, Diploma in Hospitality, or a related field.	Yes	
Minimum of 1 year relevant operational or hospitality experience.	Yes	
Commitment to high operational and professional standards.	Yes	
Experience within large-scale catering or hospitality operations		Yes
Food Safety and Hygiene certification.		Yes
Experience in a school or boarding environment.		Yes
Skills & Competencies		
Excellent interpersonal and communication skills.	Yes	
Strong organisational and teamwork skills.	Yes	
Ability to work efficiently in a busy kitchen environment.	Yes	
Commitment to maintaining high standards of professionalism and presentation.	Yes	
Ability to follow instructions accurately and efficiently.	Yes	
Understanding of food safety and hygiene procedures and requirements.	Yes	
Attention to detail and commitment to cleanliness standards.	Yes	
Personal Attributes		
Professional and approachable manner.	Yes	
Positive and reliable approach to work.	Yes	
Willingness to learn and support kitchen operations.	Yes	
Ability to work independently and as part of a team.	Yes	
Calm and composed under pressure.	Yes	
Strong work ethic and team-focused attitude.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	

Key Responsibilities	
<b>1</b>	<b>Kitchen Support:</b>
i	Support operational flow between kitchen and dining areas during meal services and events.
ii	Assist with transporting food, equipment and service items safely and efficiently.
iii	Support service teams during busy operational periods.
<b>2</b>	<b>Hygiene &amp; Organisation:</b>
i	Maintain high standards of professionalism and organisation.
ii	Support hygiene, safety and operational standards across all service areas.
iii	Ensure operational areas remain clean and organised during service.
<b>3</b>	<b>Team Collaboration:</b>
i	Work collaboratively with colleagues across the catering department.
ii	Communicate effectively with supervisors and kitchen teams to support smooth operations.
iii	Support catering operations during events and special functions.



## 6. Job Description – Janitor

Position: Janitor - 4 Individuals  
Reporting to: Dining Room Supervisor

**Role Overview:** The Janitor is responsible for maintaining high standards of cleanliness, sanitation and hygiene across kitchen, dining and catering service areas, supporting a safe and well-organised operational environment.

Qualifications and Experience	Essential	Desirable
Minimum Qualification: OND, Diploma in Hospitality, or a related field.	Yes	
Minimum of 1 year relevant operational or hospitality experience.	Yes	
Strong organisational and communication skills.	Yes	
Ability to work effectively within a team environment.	Yes	
Understanding of safety and hygiene requirements.	Yes	
Commitment to high operational and professional standards.	Yes	
Experience within large-scale catering or hospitality operations.		Yes
Experience in a school or boarding environment.		Yes
Skills & Competencies		
Good organisational and time management skills.	Yes	
Strong understanding of cleaning and sanitation procedures.	Yes	
Ability to maintain cleanliness standards in busy operational environments.	Yes	
Ability to follow instructions accurately and efficiently.		
Understanding of operational hygiene and food safety procedures.	Yes	
Attention to detail and commitment to hygiene standards.	Yes	
Personal Attributes		
Reliable and hardworking approach to work.	Yes	
Strong sense of responsibility and professionalism.	Yes	
Positive attitude and willingness to support operational teams.	Yes	
Commitment to maintaining safe and hygienic environments.	Yes	
Adaptable and able to work independently when required.	Yes	
Strong work ethic and team-focused attitude.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	

Key Responsibilities	
<b>1</b>	<b>Cleaning &amp; Sanitation:</b>
i	Maintain high standards of cleanliness and sanitation across kitchen, dining and service areas.
ii	Carry out cleaning duties in accordance with hygiene and safety standards.
iii	Ensure cleaning equipment and materials are properly maintained and stored.
<b>2</b>	<b>Hygiene &amp; Safety:</b>
i	Support hygiene, safety and operational standards across catering areas.
ii	Assist with waste disposal and cleaning procedures in accordance with operational requirements.
iii	Report any maintenance or hygiene concerns to supervisors promptly.
<b>3</b>	<b>Operational Support:</b>
i	Work collaboratively with colleagues across the catering department.
ii	Support operational cleaning requirements during meal services and events.
iii	Assist in maintaining safe, organised and presentable catering environments.



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Primary School Library



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Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

We opened in September 2024, and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Stem Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will

bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2 with the secondary school facilities is now completed, Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional weekends as required by the schedule.

Shared on-site accommodation is available.

### **Salary**

Competitive

## **Benefits**

### **Professional Development**

Professional and international working environment, professional development and training opportunities.

### **Health Insurance**

HMO coverage for employees and their families.

### **Meals**

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

### **Holiday**

The holiday year runs from August - July, in line with the academic year and leave entitlement, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

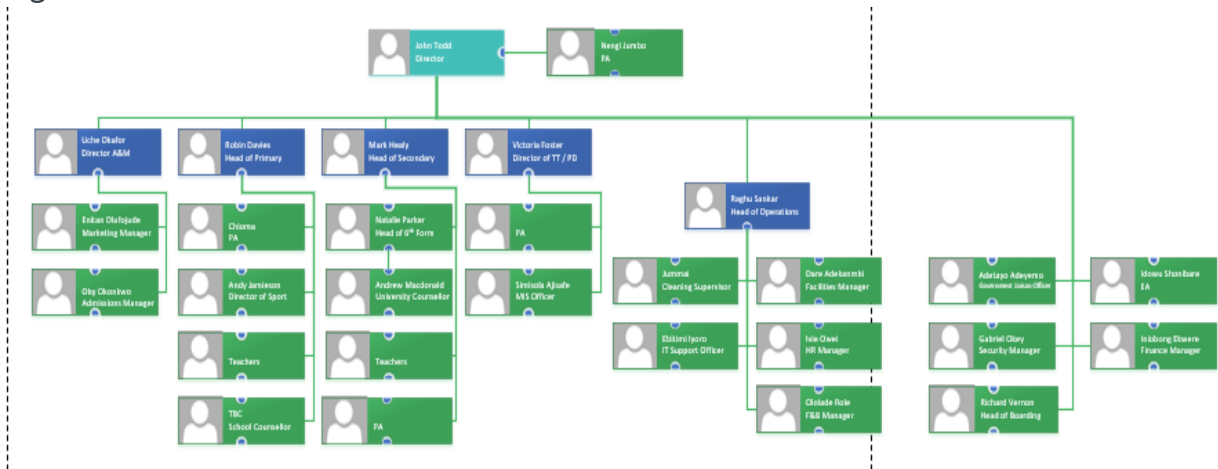
### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



## Organisation Chart:



### ***Safeguarding***

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### ***Data Protection***

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

### ***Diversity, Equality and Inclusion***

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.