

CHIEF STEWARD

Kokomo Private Island Fiji is seeking an experienced and motivated **Chief Steward** to lead our Stewarding Department and maintain the highest standards of cleanliness, hygiene and operational efficiency across our culinary and food and beverage operations.

Duties & Responsibilities

- Oversee the daily operations of the Stewarding Department, ensuring high standards of cleanliness, hygiene and food safety across all kitchens, restaurants and back-of-house areas.
- Lead, train and supervise the stewarding team, ensuring duties are allocated effectively and completed to the required standards.
- Develop, implement and maintain departmental SOPs and daily, weekly and monthly cleaning schedules and checklists.
- Ensure the correct handling, storage, dilution and application of ECOLAB cleaning chemicals.
- Maintain accurate cleaning, sanitation, chemical concentration and water temperature records.
- Conduct regular inventories and monthly par stock checks of all operating equipment, FF&E and OS&E.
- Monitor and report equipment breakages, losses and damages, implementing measures to minimise wastage and replacement costs.
- Coordinate pest management procedures and follow up with third-party pest control contractors.
- Oversee waste segregation, disposal and recycling procedures in accordance with resort sustainability initiatives.
- Liaise with Procurement to maintain adequate stock levels of cleaning chemicals, equipment and consumables.
- Ensure compliance with resort policies, food safety requirements and workplace health and safety standards.
- Monitor team attendance, rosters, performance and ongoing training requirements.

Qualifications & Attributes

- Minimum **5 years' relevant experience** in a five-star hotel or luxury resort, preferably in a supervisory capacity.
- Strong knowledge of commercial kitchen cleaning procedures, food safety and sanitation standards.
- Experience with ECOLAB chemicals or similar commercial cleaning systems.
- Proven ability to lead, train and motivate a diverse team.
- Strong organisational skills with excellent attention to detail.
- Experience in inventory management, stock control and maintaining departmental records.
- Good written and verbal communication skills in English.
- Flexible, hands-on and willing to work according to operational requirements.
- A valid driving licence is desirable.

An attractive remuneration package will be offered to the successful applicant.

How to Apply

Suitably qualified candidates are invited to submit their **CV, cover letter and recent passport-sized photograph** to:

Martin.Kindleysides@kokomoislandfiji.com

Applications close: Wednesday, 28 October 2026.

Only shortlisted candidates will be contacted for an interview.