



RWANDA ULTIMATE GOLF COURSE LTD

COMPANY CODE: 109031590

Rwanda Ultimate Golf Course Ltd

Title : Chief Steward

Department : Culinary

Reports to : Executive Chef (functional), Director of Food & Beverage (administrative where applicable)

Job Description

Rwanda Ultimate Golf Course is a private company created to position Rwanda as the best golfing destination in Africa and one of the greatest in the world. The first project of Rwanda Ultimate Golf Course, in order to reach this goal, is the Kigali Golf Resort & Villas. The golf course is a real estate masterpiece designed by the worldwide famous Gary Player. The facility will also include a five-star Clubhouse and other amenities.

Job Purpose:

The Chief Steward is responsible for leading the stewarding operation while ensuring the highest standards of cleanliness, sanitation, food safety, and hygiene throughout all food production and service areas. The Chief Steward & Hygiene Officer is responsible for maintaining HACCP compliance, managing stewarding resources efficiently, safeguarding company assets, and ensuring all food safety standards meet luxury hospitality brand requirements and local regulations.

Key Responsibilities

Stewarding Operations

- Lead and manage the daily stewarding operation across all kitchens, restaurants, bars, banquet facilities, and employee dining areas.
- Ensure continuous availability of clean kitchen equipment, utensils, chinaware, glassware, silverware, and cooking equipment.
- Develop and implement stewarding schedules to support operational demands.
- Maintain cleanliness of kitchens, storage rooms, garbage areas, loading docks, and back-of-house facilities.
- Ensure all dishwashing equipment is properly maintained and operating efficiently.
- Monitor steward productivity and labour costs while maintaining service standards.
- Conduct daily inspections of all stewarding areas.

Food Safety & Hygiene



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- Act as the resort's Food Safety and Hygiene Officer.
 - Develop, implement, and monitor HACCP-based food safety systems.
 - Conduct daily hygiene inspections of all food production and service areas.
 - Monitor food storage temperatures, cooling procedures, thawing methods, and hot holding.
 - Ensure proper cleaning and sanitizing procedures are consistently followed.
 - Monitor pest control programmes in collaboration with external contractors.
 - Ensure compliance with local health regulations and brand standards.
 - Investigate food safety incidents and implement corrective actions.

Compliance & Audits

- Prepare the resort for internal, brand, and government hygiene audits.
- Maintain all HACCP documentation and food safety records.
- Conduct regular food safety risk assessments.
- Lead corrective action plans following audit findings.
- Ensure compliance with ISO, HACCP, and brand food safety standards where applicable.

Training & Development

- Deliver food safety and hygiene induction training for all new employees.
- Conduct refresher training on HACCP, personal hygiene, allergen awareness, chemical handling, and sanitation.
- Coach supervisors and department heads on food safety best practices.
- Promote a strong food safety culture throughout the resort.

Chemical & Sanitation Management

- Manage all cleaning chemicals and ensure safe storage and usage.
- Maintain Safety Data Sheets (SDS/MSDS) for all chemicals.
- Ensure proper dilution and usage of cleaning products.
- Monitor chemical consumption and control costs.
- Liaise with chemical suppliers regarding equipment maintenance and training.

Inventory & Asset Control

- Manage inventories of operating equipment and stewarding supplies.
- Conduct monthly stock counts of chinaware, glassware, silverware, and kitchen utensils.
- Control breakages through effective monitoring and staff training.
- Recommend replacement and capital expenditure requirements.
- Maintain par stock levels.

Waste Management & Sustainability

- Implement waste segregation and recycling programmes.
- Monitor food waste and support waste reduction initiatives.
- Ensure environmentally responsible disposal of waste.
- Support sustainability and ESG initiatives within the resort.

Leadership

- Recruit, train, motivate, and evaluate the stewarding team.
- Conduct regular performance reviews.
- Promote teamwork, discipline, and continuous improvement.



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- Foster a positive, safety-focused working environment.

Qualifications

- Diploma or Degree in Hospitality Management, Food Safety, or Culinary Arts.
- HACCP Level 3 or equivalent certification.
- Food Safety Manager certification.
- Train-the-Trainer certification (preferred).
- IOSH or OSHA safety certification (advantageous).

Experience

- Minimum 5–7 years' experience in stewarding operations.
- At least 2–3 years in a leadership role within a luxury 5-star hotel or resort.
- Proven experience managing HACCP systems and hygiene audits.
- Experience with large banquet operations and multiple food outlets.

Core Competencies

- Leadership and team development
- HACCP and food safety expertise
- Knowledge of luxury hospitality standards
- Strong organizational and planning skills
- Audit preparation and compliance
- Inventory and cost control
- Chemical safety management
- Communication and coaching
- Problem-solving and decision-making
- Attention to detail
- Time management
- Computer literacy (Microsoft Office and hospitality systems)

Key Performance Indicators (KPIs)

- 100% compliance in hygiene and food safety audits.
- Zero major food safety violations.
- Successful completion of internal and external inspections.
- Stewarding labour costs within budget.
- Operating equipment breakage within target.
- Chemical costs within budget.
- Reduction in food waste and overall waste disposal costs.
- Guest satisfaction related to cleanliness and food safety.
- Staff training completion rate of 100%.
- High employee engagement and retention within the stewarding team.
- Full compliance with HACCP documentation and monitoring.
- Minimal equipment downtime through preventative maintenance.

How to Apply



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- The deadline for submitting applications is Monday, August 24, 2026, at 17:00 hrs Kigali time.
 - All applicants must send their zipped documents to hr@kigaligolf.rw with the subject line " **Chief Steward** Position."
 - Only selected candidates for Written/ Or interview will be contacted.