



AKINSOLA SOLOMON

Lagos State.

Nigeria.

Dear Akinsola Solomon.

OFFER OF EMPLOYMENT AS CHEF

We are pleased to extend an offer of employment to you as a **CHEF** at **Meddy's Buka Limited**. This letter outlines the terms and conditions of your employment, including your responsibilities, compensation, and other key aspects of this position.

1. Position Title: CHEF

You will be responsible in ensuring smooth, efficient operation within the kitchen. Your position will directly report to the **Production Manager**.

2. Compensation

Your gross monthly salary will be **₦150,000** (One Hundred and Fifty Thousand Naira), payable on the last working day of each month and in some instances by the end of the first week of the new month. All statutory deductions, including PAYE (Pay As You Earn), pension contributions, and any other mandated deductions, will be processed and remitted to the relevant government agencies in compliance with applicable laws.

3. Job Description

As a Chef, you will play a central role in ensuring that high quality meals are prepared and presented in line with our brand standards. Your position requires flexibility, precision, and creativity in preparing a wide variety of meals on request. Your key responsibilities include:

A. Meal Preparation and Cooking

- Prepare **à la carte** dishes promptly and accurately when ordered.
- Be proficient in **African, Intercontinental, Pastry, and Specialty Dishes**, ensuring variety and authenticity.
- Follow provided recipes and portion guidelines strictly to maintain consistency.
- Create visually appealing meals that meet customer expectations.

B. Food Quality and Standards

- Maintain the highest standards of taste, texture, and presentation.
- Ensure meals are prepared fresh, with attention to portion control, balance, and flavor.
- Package and display meals attractively for customer satisfaction.

C. Hygiene and Safety

- Maintain strict hygiene standards in all cooking and preparation areas.
- Adhere to food safety regulations and proper storage guidelines
- Clean up thoroughly after each cooking session, leaving the kitchen spotless.

D. Resource Management

- Prevent food wastage through careful planning, portioning, and efficient use of ingredients.
- Keep track of ingredient levels and notify management when restocking is required.

E. Teamwork and Professional Conduct

- Work collaboratively with kitchen staff and management.
- Remain adaptable to last-minute requests or changes in menu requirements. - Demonstrate punctuality, discipline, and professionalism at all times.

F. Innovation and Improvement

- Suggest new dishes or improvements to current recipes.
- Stay updated with global culinary trends to enhance the restaurant's offerings.

4. Work Schedule

Your standard work schedule will be **6am to 6pm, Monday to Sunday**.

However, flexibility may be required depending on the restaurant's operational needs, especially during peak periods or special events.

5. Benefits

In addition to your monthly salary, you will be entitled to:

Other Benefits: Bonus and other incentives will be based on performance as may be reviewed from time to time by management.

6. Termination of Employment

A. Termination by the Employee

You may resign from your position by giving **one month's written notice** or payment in lieu of notice equivalent to one month's gross salary.

B. Termination by the Employer

Meddy's Buka Limited may terminate your employment by giving one month's notice or payment in lieu of notice. However, in cases of gross misconduct, breach of company policy, or unsatisfactory performance, termination may be immediate without payment in lieu of notice.

7. Confidentiality and Company Policies

You agree to uphold confidentiality regarding all proprietary information and abide by Meddy's Buka Limited's policies and procedures. Any breach of confidentiality or company policies may result in disciplinary action or termination.

8. Acceptance of Offer

Please confirm your acceptance of this employment offer by signing below. Return a signed copy of this letter by **10TH OCTOBER, 2025** to indicate your agreement to the terms and conditions. We look forward to working as a team to the continued success and growth of Meddy's Buka Limited.

Sincerely, Medinah Raji

MD/CEO

Meddy's Buka Limited

Employee Acceptance

I, **AKINSOLA SOLOMON** accept the position of CHEF at Meddy's Buka Limited under the terms and conditions outlined in this employment letter.

Employee Signature: _____ **Date:** _____