



Executive Kitchen Steward

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 23, 2013, midnight

Basic Job Information

Job Category : Hospitality
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Must have 5 years working experience in the 5 Star Hotel in similar capacity.
 - An additional working experience with different departments and different category staff of the hotel would be an added advantage.
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Job Description

- Reporting to : F & B Manager.

PRIMARY RESPONSIBILITIES

- Looks after over all operation of the Kitchen Stewarding Section of the Hotel independently.
- Ensures that health, fire and safety regulations are being adhered to by all associates.
- Ensures that all equipments, utensils, cutlery, crockery and other service materials are properly handled and maintained.
- Maintains necessary inventory control system as established by the Hotel for all equipments.
- Makes sure that dish out line is set up, as and when required.
- Holds sufficient knowledge on use of cleaning agents and chemicals according to prescribed methods.
- Makes sure that scheduled personnel are on time and work properly as assigned.
- Ensures Supervision of the Stewarding Department; Delivery of food to the banquet areas (buffets, receptions, dinners) on time.
- Assists kitchen and F & B Service staff in smooth service of meals and keeps the area neat and clean.
- Ensures a well Organized Banquet Kitchen, dish washing area, store room as per standard operating procedures of the Hotel.
- Consults the Executive Chef for pertinent information regarding daily business and special functions.
- Maintains the kitchen's cleanliness according to proper standards.
- Checks and controls the proper storage of products and supplies especially on all linen, equipments and cleaning agents.
- Prepares necessary gate pass/ checklist and issues equipments for out-door catering.
- Ensures all kitchen and food and beverage equipment and utensils are neat and clean at a time.
- Organizes daily briefing for proper communication within the section.

SECONDARY RESPONSIBILITIES

- To Ensure adherence to local Health Department rules and regulations.
- To Ensure all policies and procedures are followed properly.
- Meet with Banquet Chefs to discuss the needs and requirements for all convention and catering functions during the shift.

OCCASIONAL RESPONSIBILITIES

- Organizing departmental training for staffs.
 - Provide suggestion to management in purchasing new food and beverage & kitchen equipments and utensils.
 - To take care of cleanliness of all F&B related areas and inventory of all kitchen and service related outlets.
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Applying Procedure

Apply Link : <https://merojob.com/executive-kitchen-steward/>

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