

OFFER LETTER

Dear Mr. Mohammed Qutubuddin,

We are pleased to inform you that you have been promoted for the post **CHEF DE PARTIE** with affect from 10th January 2018. Your major job responsibilities have been discussed below which are as follows:

Job responsibilities as CHEF DE PARTIE:

Your major job responsibilities and essential job functions are included below but are not limited to the following:

- Consistently offer professional, friendly and proactive guest service while supporting fellow Colleagues.
- Prepare and service all food items for a la carte or buffet menus according to hotel recipes and standards.
- Actively share ideas, opinions and suggestions in daily shift briefings.
- Maintain proper rotation of product in all chillers to minimize wastage/spoilage.
- Ensure storeroom requisitions are accurate.
- Have full knowledge of all menu items, daily features and promotions.
- Ensure the cleanliness and maintenance of all work areas, utensils, and equipment.
- Follow kitchen policies, procedures and service standards.
- Follow all safety and sanitation policies when handling food and beverage.

Remuneration and Benefits:

- Your basic pay has been fixed at Rs.24000/- (Rupees Twenty-Four Thousand Only) per month.
- Your Outstation Accommodation will be paid extra and on actual basis.
- You will be on probation initially for a period 3 months which may be extended for further for a period of 2 Years depending upon your performance. During the period of probation if you are not confirmed In writing, your employment on probation shall stand automatically terminated. If