

Team Member- Head Office Facilities (F & B)

Department- Administration & Facilities

Sub Department - Central Functions- Administration & Facilities- Head Office

Designation/ Grade- Asst Manager to Deputy Manager

Reporting to – Lead - Head Office Facilities

Profile Summary-

Team Member- HO Facilities (F & B) will be responsible for overseeing and managing all food and beverage (F&B) operations within the Corporate Office/ Head Office. This role will involve menu planning, vendor management, budget management, and ensuring a high-quality dining experience for employees.

Job Responsibilities-

1. Menu Planning and Development:

- Develop and implement diverse and appealing menus that cater to the dietary needs and preferences of employees.
- Collaborate with chefs and culinary teams to create innovative and cost-effective dishes.
- Ensure compliance with food safety regulations and standards.

2. Vendor Management:

- Source and manage relationships with food and beverage suppliers, ensuring quality, reliability, and competitive pricing.
- Negotiate contracts and terms with vendors.
- Monitor vendor performance and address any issues.

3. Inventory Management:

- Oversee inventory control processes to minimize waste and maintain adequate stock levels.
- Implement inventory management systems and procedures.

4. Quality Assurance:

- Ensure the highest standards of food quality, presentation, and service.
- Conduct regular quality checks and audits.

- Address customer feedback and complaints promptly.

5. Employee Training:

- Train and develop F&B staff on food safety procedures, menu knowledge, and customer service.
- Ensure compliance with company policies and procedures.

6. Event Planning and Catering:

- Coordinate and manage F&B services for corporate events, meetings, and conferences.
- Develop customized menus and pricing for catering services.

7. F & B Operations- Chairmans Office

- Co-ordinate and manage F& B support for Chairmans office
- Service to VIP's during movement

Qualifications/ Education – Bachelor's degree in hospitality management, culinary arts, or a related field.

Career Experience – Minimum of 3 years of experience in F&B management, preferably in a corporate setting.

Skills/List of Attributes :

- Strong knowledge of food safety regulations and HACCP standards.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills