

A pantry boy is a person who performs very basic tasks of a kitchen or pantry. He/ she helps the cook/ chef or the cooking staff.

Duties of Pantry Boy:

- Providing all officers with the needed support from day to day discharge of official duties
- Attending guests, promptly supplying tea, water and beverages to guests
- Looking after the refreshment department
- Keeping stock of office housekeeping supplies such as towels, linens, etc.



Pantry Boy Job Title:

- Pantry boy
- Housekeeping boy
- Pantry executive
- Admin executive



Pantry Boy Responsibilities:

- 👍 Should be able to take food orders efficiently
- 👍 Should be able to deliver food on time to the various staffs and employees at the office
- 👍 Should have a fair idea about the food & beverage industry and should make sure no one goes without food or hungry
- 👍 Should also look after the cleanliness of the cooking area
- 👍 Should keep stock of the culinary supplies needed for various food preparations
- 👍 Management of documents and paperwork, including food inventory and food log sheets

