

UNITED ARAB EMIRATES

Department:	Operations (Off-shore & On-Shore)
Job title:	Location/ Site Managers
Mission:	<ul style="list-style-type: none">▪ Plan, organize and control operations in a professional manner ensuring prompt, efficient and quality service to the clients including but not limited to food production, service, housekeeping, and laundry services as per the contractual specifications and in line with superior's instructions.▪ Achieve excellence in all areas of service ensuring compliance with company-recognized standards.▪ Ensure that an updated copy of the service contract/scope of work is always available on-site. Frequently refer to the same to ensure compliance with the service provisions and scope of work. Know particularly the clauses of the contract where penalties or legal actions could be imposed.▪ Ensure that functional heads are informed about contractual obligations in their given areas of activities.▪ Inspect all areas of operations regularly to ensure compliance with the company client's standards and procedures.▪ Keep and maintain an approved record of clients and company-supplied equipment. Update equipment list through periodic inventory. Request in writing repair or replacement of equipment as and when required and keep a record of the same.▪ Review monthly and daily requisitions with the chief cook and storekeeper to control excess or shortages of stocks.▪ Closely monitor stock level and stock rotation and ensure compliance with the given targets and objectives. Conduct regular inventories to check discrepancies between physical and actual stock. Ensure that stock is properly maintained, and procedures are followed properly. Inspect storage areas to check for any spoilage or damage to inventories.▪ Control the food, nonfood and non-food cost and operate within budgeted targets.▪ Plan and prepare menus in coordination with chief cook and seek client's approval for the changes. Propose and participate in the preparation of new menu as and when required. Ensure timely execution of contractual services to various units.▪ Maintain daily control of quality and the quantity of food served to clients.▪ KPI as defined by Operations Manager.
Profile:	<ul style="list-style-type: none">▪ Three-year Degree / Diploma in Hotel Management Catering & Nutrition from an internationally recognized institution.▪ Advanced Level Certification in Food Hygiene, Health, and Safety.▪ Should have certification in Essential Food Safety Training (EFST) issued by the Abu Dhabi Food Control Authority (ADFCA).▪ Certified in HACCP (Level 4) Principles and Practices from a recognized organization.▪ Minimum 10 years of work experience in a Reputed hospitality and Catering operation, in a similar position.▪ Well-versed with Arabic & English.▪ Strong knowledge of computers.▪ UAE Driving License is a must on Islands and Onshore sites
Reporting to:	Operations Manager
Location:	UAE, Abu Dhabi
Email:	career@kcs.ae