

JOB DESCRIPTION

Title	Kitchen Store Officer
Department	Business Investment and Commercial Services
Reports to	BICS Procurement Officer
Location/Campus	Panatina & Kukum Campus

Summary

The kitchen store officer will work closely with the kitchen head chef and central storeman regarding all kitchen inventory items needed in the kitchen. Store officer is responsible for the records, both manually and computerise data of the stock that is received and issued out in the kitchen storeroom and reports directly to BICS procurement officer.

Main Duties and responsibilities

	<ul style="list-style-type: none"> • Liaise with kitchen head chef for all stock needed in the kitchen • Place kitchen orders to the central store • Collect orders from the central store • Update stock in and out records both manually and in computerize system • Provide daily reports of stock movement to procurement officer
Quality Assurance and Custom Satisfaction	<ul style="list-style-type: none"> • Ensure that kitchen storeroom is fully stocked on a daily basis • Comply & implement all Health and Safety and Food Hygiene requirements. • Ensure food quality is mentioned in proper storage location and correct food labelling are maintained and up to date • Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods. • Promote a positive perception of the university at all times both internally & externally • Ensure the all the allocated duties is done with the short term period contract
People Management and team work	<ul style="list-style-type: none"> • Deal with day to day personnel queries • Leads by example, setting the pace and standards. • Admiration and recognize good performance • Deal with ordering issues and where necessary the company disciplinary procedure
Business, planning, reporting and management	<ul style="list-style-type: none"> • Manage the day to day food and kitchen stocks administration ensuring systems compliance
<u>Dimensions</u>	
Problem solving and impact	<ul style="list-style-type: none"> • To contribute to decisions, that has an impact on kitchen foods • To provide advice on strategic issues on matters relating to stock management.

Resource management	<ul style="list-style-type: none"> To contribute to the overall management of the department in areas such as resource requirements and management, budget management and business planning.
Working Environment	<ul style="list-style-type: none"> To skillfully work cross divisions and catering teams in the resolution of issues. To take responsibility for conducting risk assessments and reducing workplace hazards To engage in continuous professional development. To understand and apply the principles of equality of opportunity in a catering context
Decision making authority	<ul style="list-style-type: none"> Assist in provision of advice to kitchen staff Oversee staff daily work Determine catering menus and determine resource requirements for delivering on it.
<u>General Responsibilities</u>	
<ul style="list-style-type: none"> To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. To be responsible for your own health and safety and that of your University To undertake such other duties as may be reasonably expected. To provide a healthy and comfortable working environment To present the university in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the university and relevant maritime agencies. 	
<u>Qualifications required</u>	
<ul style="list-style-type: none"> The ideal candidates will possess a certificate in Business Finance 	
<u>Experience</u>	
Essential to the position	<ul style="list-style-type: none"> Previous experience with stock inventory position Efficient use of Microsoft excel and word Previous experience with food stock management, ordering and costing Have practical and theoretical knowledge of a working kitchen. Have a high level of written and spoken English.
<u>Terms and Conditions</u>	
<p>The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.</p>	