



Career Opportunity

Title	HR 31/2024 — Dining Assistant
Department	Business Investment and Commercial Services (BICS)
Reports to	Manager BICS
Location/Campus	Honiara, Kukum & PanatinaCampus

Summary of Duties

The Dining Assistant plays a crucial role in supporting the serving staff and ensuring the smooth operation of the dining area. The ideal candidate will have excellent communication skills, a customer-oriented mindset, and a willingness to contribute to the overall success of the dining services.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:
A degree in tourism hospitality, culinary, or hotel management.

Experience:

Essential to the position

- Previous experience in a customer service or hospitality role
- Proven experience as a wait staff with supervisory responsibility
- Have excellent communication abilities in both writing and speaking
- Minimum work experience 5 years.

Main Duties and responsibilities

- Supervise the daily dining services
- Liaise with kitchen staff and food servers in the dining
- Ensure tables are properly arranged, clean, and set according to the approved dining standards.
- Organize dining set up and clear tables efficiently between guest seatings.
- Communicate effectively with the kitchen staff to ensure timely service.
- Engage with guests in a friendly and professional manner.
- Oversee the management of inventory for tableware, linens, and other front-of-house supplies
- Ensure exceptional customer service by addressing customer inquiries, resolving issues, and maintaining a positive dining experience. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email:

sinu.recruitment@sinu.edu.sb

Closing Date: 26 March 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Daniel.Uiga@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**