

NOTICE OF VACANT POSITION

CANTEEN SUPERVISOR [CONTRACT]

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Human Resources and Administration Officer and will be based at Head Office.

Qualifications and Experience

- 5 'O' Levels
- National Diploma in Cookery/Culinary or equivalent
- At least 2 years' experience in a similar role.

Core Competencies

- Excellent communication skills
- Knowledge of food production methods
- Excellent supervisory skills
- High integrity and strong work ethics
- Ability to work well under pressure

Summary of Duties

- Purchasing canteen food items.
- Planning of menus.
- Monitoring preparation of food
- Stocktaking and costing of canteen food.
- Arranging pick-up/delivery of items ordered for the canteen.
- Formulating and implementing management controls.
- Accounting for canteen float and maintaining appropriate records.
- Preparing budgets for the canteen provisions.
- Maintaining a hygienic environment and provide healthy food.
- Supervision of canteen staff.
- Keeping the Canteen Committee informed on all relevant matters.
- Performs any other duties as assigned by the Superior.

Applications in own writing accompanied by **a copy** of a detailed **Curriculum Vitae** and **certified copies of qualifications** should be addressed to:-

The Human Resources and Administration Officer
Grain Marketing Board
Dura Building, 179-187 S. Machel Avenue
P.O Box CY77
HARARE

Email: recruitment@gmbdura.co.zw

Not later than 8 June 2022

Please note that only shortlisted candidates will be contacted.