


Ref #:	
 Government of Trinidad and Tobago <b>JOB DESCRIPTION</b> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE: SENIOR ASSISTANT, FOOD AND BEVERAGE SERVICES</b>	
<b>JOB SUMMARY:</b>	
<p>Professional and supervisory work in planning, organizing and directing the preparation/ procurement of Food and Beverage and serving of same to Members and Officers of Parliament. In the absence of the Manager, Food and Beverage Services, the Senior Assistant Food and Beverage Services oversees the entire operations in the dining area of the Office of the Parliament. This includes supervising staff and planning various meetings and functions taking place at the Office of the Parliament. Is also responsible for the managing the day to day food and beverage operations.</p>	
<b>REPORTS TO:</b>	<b>MANAGER, FOOD AND BEVERAGE SERVICES</b>
<b>SUPERVISION GIVEN TO:</b>	<b>Food Service Assistants</b>
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Assists in planning, organizing and supervising the dining room services for sittings of both Houses of Parliament, Parliamentary Committees and Special Parliamentary functions;</li> <li>• Assists in planning menus and developing imaginative ways of serving the Presiding Officers and other Parliamentarians and their guests;</li> <li>• Oversees the day to day activities of dining staff engaged in the serving of meals, occasional preparation of meals and the provision of dining room services to both Houses of Parliament and Parliamentary Committees in conjunction with the Manager, Food and Beverage Services.</li> <li>• Confirms all details relative to sittings, meeting and functions with caterers;</li> <li>• Receives complaints by Members of Parliament and assists with investigations pertaining to all aspects of dining room services;</li> <li>• Supervises the setting of the tables for fine dining in accordance with acceptable hospitality standards and ensures that presentation is up to standards;</li> <li>• Contacts and visits caterers and restaurants with a view to establishing a business relationship;</li> <li>• Visits caterers and restaurant establishments to inspect kitchens, observe preparation of foods and to ensure that a sanitary and safe environment is maintained;</li> <li>• Performs regular inspections of foods received from various caterers to determine adherence to standards and quality;</li> <li>• Checks the quality and quantity of procurement supplies</li> <li>• Maintains an accurate record of pantry stocks and supplies including the Parliament's cutlery, crockery, silverware and glassware</li> <li>• Supervises the procurement of all pantry supplies including food and beverage supplies</li> <li>• Maintains and Updates a record of pantry and dining room equipment</li> <li>• Supervises and trains kitchen staff in dining room service skills with a view to ensuring that an efficient and courteous service is provided to Members at all times</li> </ul>	

- Organizes, coordinates and schedules the work of subordinate staff to help the daily routine run smoothly;
- Makes recommendations regarding the selection and recruitment of persons in the area of food and beverage;
- Draft reports pertaining to Food and Beverage services;
- Supervises the maintenance of the Pantries and Dining Rooms as required;
- Arranges regular meetings with Dining Room personnel to speak about the desirable changes in the interest of the staff to ensure smooth functioning of the orders, menus, and food quantity;
- Verifies employees' timesheets for submission to the Financial Management Unit;
- Monitors employees' performance to devise methods for improving efficiency;
- Ensures a professional attitude and proper attire of all Food and Beverage Services employees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

- Considerable knowledge of the use and care of kitchen equipment
- Considerable knowledge of the methods of serving food
- Knowledge of food values and of the basic principles of nutrition
- Considerable knowledge of the current methods and techniques used in food handling and preparation

**SKILLS AND ABILITIES:**

- Ability to plan menus and to develop imaginative uses and ways of serving foodstuff
- Ability to organize, coordinate and schedule the work of subordinate staff in the serving of meals
- Ability to keep and maintain computerized inventory of supplies
- Ability to establish and maintain effective and cordial working relations with fellow employees
- Ability to write comprehensive reports not confined to Food and Beverage
- Ability to remain calm in the midst of heightened activities and excitement
- Ability to relate to a broad spectrum of people using good interpersonal skills, tact and diplomacy

**SPECIAL REQUIREMENTS**

- Ability to work long hours (including evenings, nights, predawn, weekends and public holidays) in a very stressful environment
- Must possess considerable stamina to quickly respond to unexpected changes in a challenging and stressful work environment
- Capability of lifting heavy items when necessary and standing for very long hours;
- Good organizational, interpersonal and communication skills;
- Must be computer proficient and willing to learn and adapt to a unique and challenging environment
- Must be flexible and possess high professional standards
- Protocol training will be an asset
- Possession of a motor vehicle will be an asset

**MINIMUM EXPERIENCE AND TRAINING:**

- A Diploma in Hospitality Management with at least three (3) years' experience in the industry;
- Experience in organizing social events and a strong commitment to excellence in service
- Minimum 2 years' experience as a Food and Beverage Supervisor.