



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for

Catering Supervisor

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE. The Institute offers Online Certification courses in few specialised areas for working professionals in Banks/ Financial Institutions etc.

- Job Title** : Catering Supervisor
- Age** : Preferably between 25-40 years – can be relaxed in case of exceptional, deserving candidates with relevant experience
- Tenure** : Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 40,000/-
Higher pay may be considered for exceptionally qualified and experienced candidate.

Educational Qualifications and Experience:

The candidate should have successfully completed 3 / 4 year degree/diploma course in Hospitality/Hotel Management from reputed colleges/institutions with minimum 5 years of experience in similar post and area work.

The candidate should have Degree/diploma Course in Hospitality/Hotel Management from reputed colleges/institutions with good oral and written communication skills.

Additional Skills required :

- Well versed with MS Office – Word & Excel
- Good Managerial & leadership skills
- Interpersonal skills and administrative ability
- Willing to take initiatives, being responsible & having practical outlook
- Knowledge of multi-cuisine food and beverages
- Able to remain calm and in control in difficult situations
- Able to work as part of a team
- Willing to work into late hours/ split duty hours
- Good written and oral communication in English & Hindi

Key Responsibilities

- Plan menus in consultation with programme coordinators, programme officers, chefs & menu committee, keeping in mind the requirements of the participants from different parts of India and abroad.
- Determine day-to-day catering arrangements in close coordination with catering contractors.
- Organize, lead and motivate the catering team
- Monitor the quality of the food and service provided
- Conduct daily meetings with chefs, storekeepers, service staff and supervisors to have a smooth service delivery and food quality
- Maintain total hygienic environment in the kitchen, service counters and dining halls
- Supervise provision of all crockery, cutlery, detergents, kitchenware, etc
- Ensure there is adequate security for food and equipment, and no pilferage of whatever nature take place.
- Make sure that the dining rooms, kitchen, storage facilities and other work areas are kept clean, hygienic and conform to the sanitary regulations
- Attend to complaints concerning food and service.
- Supervise the purchase and storage of food to ensure compliance with Institute's standards and legal requirements.
- Any other related jobs provided from time to time.

The selected candidate shall be required to work 6 days a week and in different shifts and weekends if required. Duty Timings shall be 8.00 am to 2.00 pm and 7.00 pm to 9.00 pm

Interested candidates may send their application, with full particulars to:

**The Director,
National Institute of Bank Management,
Kondhwe Khurd,
Pune-411048.**

Soft copy of the Applications are to be sent on the email-id app.catersup@nibmindia.org

The last date for receipt of applications is April 4, 2018.