

POSITION DESCRIPTION

Job Title	:	Hospitality Attendant
Unit	:	Information and Communications Technology (ICT)
Division	:	General Administration
Reporting to	:	Business Operations Coordinator
Supervising	:	N/A
Summary	:	Responsible for preparing and serving light snacks and refreshments and maintaining kitchen and dining area, appliances and equipment in a hygienic manner.

Duties and Responsibilities :

- Prepares and serves light snacks and refreshments, such as tea, coffee and juice.
- Packs, sorts and stores food supplies according to temperature and other requirements.
- Monitors supplies to ensure adequate levels and makes requests for replenishment when necessary.
- Cleans and maintains in a hygienic manner work areas, kitchen utensils, appliances and equipment.
- Checks cutlery, crockery, refrigerators and other kitchen equipment/appliance to ensure security and proper functioning.
- Operates small/medium kitchen equipment/appliances and reports the need for repairs when necessary.
- Prepares and clears meeting rooms as required.
- Performs any other related duties as required.

Knowledge

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- Some knowledge of the care and use of kitchen equipment, appliances and utensils.
- Some knowledge of the supplies and methods used in food preparation, handling and services.
- Some knowledge of cleaning materials and supplies.

Skills & Abilities:

- Ability to prepare and serve food.
- Ability to follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to maintain confidentiality.

**Minimum
Experience and
Training**

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- Minimum of six (6) months experience in food preparation and in performing service duties.
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years.