

JOD DESCRIPTION

A. Job Description

1. Food & Beverage:

- Establish service preparation
- Operate a bar
- Set up room, table and equipment
- Understand BEO and F&B menu
- Manage stores and inventory
- Help in Guest relation
- Acknowledge Fire, Life safety and Kitchen hygiene

2. Housekeeping:

- Procedures of Guest room cleaning routine steps, Room Allocation, Checking trolley machinery equipment and agent
- Procedures of Inspecting completed work, Report Unresolved Faults or Problems, Lost and Found, Key Control
- Handling Guest Complain Procedure, Linen Inventory Procedure
- Checking a guest room, Mattress turning, Laundry pick up and other related works.

3. Kitchen:

- Receiving of goods, food hygiene control
- Daily requisitions and receiving of goods
- Kitchen flow, workplace safety
- Kitchen equipments and their functions
- Breakfast production and buffet set up
- Lunch and dinner buffet production and set up
- A la Carte order for restaurant and room service
- Waste management

B. Requirements and benefits

Requirements:

- Available to work full-time for at least 02 months
- 8-hour working shift
- Health insurance is valid until the end of internship
- Basic English communication
- Be hard-working, responsible and have an active learning mindset

Benefits and allowance:

- To learn and get in-depth understanding of a luxury hotel brand's operations and standards
- 02 meals per working shift
- Parking area and uniform
- For internship: Certificate and evaluation are granted after internship
- For casual labors: 22,000 VND/hour is transferred through bank account.