



# International Peace Support Training Centre

## International Peace Support Training Centre (Kenya) Job Vacancies

The International Peace Support Training Centre (IPSTC) was established to enhance operational capacity for peacekeeping through training, education and research for the benefit of military, police, and civilian staff.

The centre wishes to engage a competent candidate on a short term contractual basis in the following position:

## Food & Beverage Manager (I/C - Mess)

### JOB PURPOSE:

The role of the Food & Beverage Manager is to streamline and control all aspects of Food & Beverage operations. He or she is responsible for Food and Beverage experience from staff to guests. This involves making sure food quality and training is top notch. To make that happen they will be required to manage menu planning, stock ordering and keep track of consumption. The F&B manager is expected to have commercial cooking training which will enable them to teach and guide the chef's and kitchen staff.

### PRINCIPLE ACCOUNTABILITIES:

#### Food & Buffet service experience

- Lead, manage and organize all aspects of kitchen related matters to the highest professional standards as instructed.
- Arrange and organize outside dining experiences and catering
- Conduct inspections to ensure IPSTC strictly abides by the instructions and laws of the country in connection to food handling, hygiene, sanitation, safety and storage
- Be accountable for all aspects that constitute successful kitchen operations
- Assists in menu design and development
- Conduct inspections of all F&B departments and areas to ensure alignment to the government's requirements on company safety, security and sanitation

#### Stock management & Cost control

- Keep track of all meals eaten and beverages consumed
- Order appropriately to keep kitchen stock at the right level
- Keep track of all breakages and losses
- Keep physical inventory tracked and updated monthly
- Order, maintain and keep supplies stocked in all stores
- Ensure attainment of food and beverage Cost savings objectives
- Analyze F&B department monthly consumption reports, execute corrective action plans as necessary
- Ensure compliances to product ordering, receiving and inventory control within the IPSTC. This is in assistance with the procurement department and Finance departments
- Analyze month to month assets to establish current inventory levels with a complete record and replenish system

- Prepare weekly consumption forecasts and share them with the commandant HPSS ensuring visibility at HQ Level.
- Take budgeting, cost controls and profit performance into consideration when developing Food & Beverage programs

#### **People Management**

- Keep current daily attendance and off days for F&B staff and manage leave requests in assistance with the HR department
- Document discipline and write-ups of wait staff as needed
- Maintain proper professional cooperation and team work with all F&B staff
- Provide ongoing training support in the F&B areas, with an emphasis on food safety, basic food handling and food preparation skills
- Conduct formal performance evaluation of direct report subordinates
- Prepare staff work schedules within established staffing guidelines
- Take appropriate measures to ensure guest satisfaction in liaison with guest facilitators
- Any other duties assigned by management

### **EMPLOYMENT STANDARDS**

#### **ABILITY TO:**

- Must demonstrate ability to use of catering Equipment's.
- Must possess good interpersonal skills.
- Ability to use a computer proficiently
- Ability to lift moderately heavy objects
- Ability to walk large distances
- Capacity to prioritize and organize
- Control to think clearly and remain calm under pressure
- Skill to resolve problems using good judgment
- Capability to understand and carryout guest's needs.
- Capacity to work with minimal supervision.
- Aptitude to maintain confidentiality of guest information and pertinent hotel data
- Ability to multi-task coordination.
- Ability to organize and motivate staff members
- Knack to perform job functions with attention to detail, speed and accuracy
- Ability to provide gracious hospitality at all times.

#### **KNOWLEDGE OF:**

- Have good knowledge in culinary field.
- High level of teaching, training & motivational skills
- Must be computer literate with basic knowledge of MS Office Suite

#### **QUALIFICATIONS:**

- Bachelor's Degree in Hospitality Management, Hotel Management or related
- At least 5 years' experience in a senior operations role and F&B in a busy and reputable hotel brand.

- Extensive food and beverage (F&B) knowledge.

**How to Apply:**

Applications including cover letter, CVs, copies of relevant certificates, current remuneration and expected remuneration as well as current notice period should be addressed to the:

Director  
International Peace Support Training Centre  
Westwood Park, Karen  
P O Box 24232 - 00502  
Nairobi, Kenya

Or emailed to: [jobs@ipstc.org](mailto:jobs@ipstc.org)

Deadline for submitting applications is 10<sup>th</sup> May 2019. Only short-listed candidates will be contacted to undergo a selection board interview.