

IUL: AIA/IL/E2/2024/05

Position: Café Assistant (2)

Requirement / Qualifications:

- At least 1 year of F&B Service experience or equivalent as required for the position.
- Fluency in written and spoken English.

Key responsibilities:

- Greet and take guests orders for beverages and / or food in a friendly, courteous, professional, and timely manner to ensure total guest satisfaction.
- Prepare food items according to the menu and display them in the designated areas.
- Clean and maintain the food outlets, workstations, machinery, utensils, and seating area.
- Carry out inventory and stock counts and refill stock as required.
- Follow the food waste and waste disposal procedures, regulatory procedures, and hygiene standards.
- Transfer prepared food items (snacks) to retail outlets including lounges.
- Attend and assist in catering events organized by the company or as instructed by the supervisor.
- Prepare coffee, tea, and other beverages as per the menu and serve.
- Prepare snacks as per the menu and serve.
- Remove and take away used disposable plates and cups from the tables and counters and dispose of them.
- Maintain food Hygiene standards (recommended: HACCP standards)
- Complete all food safety and Health and Safety paperwork.
- List down and request all the products required for the outlet to avoid service interruption.
- Comply with safety, security, compliance and quality standards and procedures established by the company and regulatory authorities in performing the assigned role.

To be uploaded when submitting application:

- Photocopy of the applicants National ID, Educational certificates, and Reference letter
- Police report (not less than 3 months from the date of issuance)

Deadline: 5th March 2024

Submit your application [here](#)