

IUL:E2/IL/2024/04

Café' Coordinator (Contract)

Requirement / Qualifications:

- Proven experience in a similar role within the food and beverage industry
- Strong leadership and team management skills.
- Excellent customer service skills.

Key responsibilities:

- Ensure a high level of customer satisfaction through excellent service.
- Address customer complaints and resolve issues in a professional manner.
- Schedule and manage café staff, including baristas and kitchen personnel.
- Monitor staff performance and provide feedback.
- Oversee daily operations of the café to ensure smooth functioning.
- Maintain cleanliness and organization of the café.
- Ensure compliance with health and safety regulations.
- Manage inventory, including ordering and restocking supplies.
- Conduct regular inventory checks to minimize waste and ensure availability of items.
- Handle cash register operations, including opening and closing procedures.
- Prepare daily, weekly, and monthly financial reports.
- Manage budgets and monitor expenditures
- Assist in developing and updating the café menu.
- Collaborate with the kitchen team to introduce new items and specials.

Skills and Attributes:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving skills.
- Ability to work under pressure in a fast-paced environment.

To be attached with the Curriculum Vitae:

Addu International Airport Pvt. Ltd.'s Job Application Form. (Can download the form from our website)

Photocopy of the applicant's National Identity Card.

Passport size photo of the applicant.

Educational certificate photocopies.

Reference letter

Police report (not less than 3 months from the date of issuance)

Deadline: 4th July 2024

Send your applications to hr@ganairport.aero