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Terms of Reference – Kitchen Manager

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A. INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

B. SCOPE OF WORK

Business Center Corporation seeks to engage a qualified and experienced individual to undertake the responsibilities of a Kitchen Manager for an upcoming Co-sharing Kitchen facility being managed by BCC.

The Co-sharing kitchen is intended to provide an avenue for home based workers in the food production and food and beverages industries to trial their products and business ideas. The kitchen, together with several planned initiatives of the Business Center Corporation is intended to function as a holistic incubation experience for aspirant entrepreneurs wishing in this sector.

Prior to the hiring of said manager, Business Center Corporation will develop detailed plans for executing the project. In addition to managing the kitchen facility, the manager shall also be responsible for its establishment and operationalization.

Interested parties are invited to submit their expression of interest for this position as stated in the advertisement published on the National Gazette.

D. KEY TASKS AND RESPONSIBILITIES

1. Establishment and Operationalization of the Co-sharing kitchen as per the plans developed by the Business Center Corporation. In this regard, the manager will be required to;
 - a. Oversee the physical development of the facility including;
 - i. The purchase of recommended equipment
 - ii. Oversee installation
 - iii. Ensure that the facility is developed as per the floor plan and design recommended
 - b. Ensure that any licenses required for operationalization are promptly acquired
 - c. Implement to its fullest, any recommendations made in the development plan

2. Day to day responsibilities of the Manager

- a. Provide direction to the staff of the facility, ensuring execution of all employee duties.
- b. Monitor kitchen operations to ensure compliance with HPA and fire safety regulations.
- c. Ensure products are stored at the correct temperatures and in accordance with the food safety guidelines of HPA.
- d. Manage the assets of the facility
- e. Anticipate, identify, and correct any issues with inventory, systems, and staffing.
- f. Oversee and approve training and development of facility staff and its beneficiaries
- g. Conduct food safety training and personal hygiene training sessions as required by HPA
- h. Ensure that timely food hazard checks are conducted as recommended by HPA
- i. Participate in the hiring process by conducting interviews and making hiring recommendations.
- j. The Kitchen Manager shall oversee the mentorship program being developed by BCC for the beneficiaries of the facility. As such, the manager shall be responsible for guiding the beneficiaries to the appropriate support facility; be it the Business Center Corporation or the relevant mentor, in effort to accommodate requests made by the beneficiary and streamline the operations of the beneficiary. The manager shall also be responsible for screening interested mentors and maintaining their register.
- k. Assist beneficiaries in equipment operation and handling.
- l. Conduct orientation sessions for the beneficiaries of the facility on the policies and expectations
- m. Maintain a timetable/schedule for kitchen engagements and strictly ensure that the schedule is being followed.
- n. Ensure that the kitchen is cleaned every day or as required to the standards set by HPA
- o. Ensure proper food labeling on the part of the beneficiaries
- p. Establish relationships with vendors and assist beneficiaries in the process of procuring and storing their respective goods.
- q. Ensure that the delivery function of the kitchen is functioning appropriately if and when this facility is made available to the beneficiaries of the facility.
- r. Attend to all works related to monitoring and evaluations of the facility.
- s. Attend to all works related to monitoring and evaluations of individual beneficiaries.
- t. Ensure that the conduct of the beneficiaries are to the required standards.
- u. Ensure that measures are in place to accommodate any food/health safety inspections from HPA at any time between 8:00am and 11:00pm.
- v. Ensure all aspects related to safety and security are appropriately maintained.
- w. Ensure that recommendations are made to the Finance Department of BCC to settle all license fees 4 months prior to the expiry of the license.



- x. Ensure that all dues are promptly settled and communicated to avoid service discontinuation
- y. Other responsibilities as required to complete the assignment.

E. ESSENTIAL CRITERIA

- Bachelor's degree in Hospitality with a major in Food and Beverages, or Bachelor's degree in a relevant field
- Minimum 5 years of experience working in the Food and Beverages industry in a similar role
- Excellent knowledge of laws, regulations and norms in the industry

G. REPORTING

The Kitchen Manager will report on a day to day basis to the Project Director and Managing Director of Business Center Corporation.

H. LOCATION

The Kitchen Manager will be based in Hulhumale', Maldives.

I. REMUNERATION

An attractive remuneration package will be offered to the selected candidate.

K. DOCUMENTS REQUIRED

1. Job Application Form
2. Curriculum Vitae
3. Educational Certificates
4. National Identity Card
5. Police Certificate
6. Reference letters

L. DEADLINE

Interested parties must submit their applications to hr@bcn.mv by 17 November 2020, 1500 hrs.



M. EXPECTED DATE OF COMMENCEMENT

The selected candidate is expected to commence work on 22 November 2020