

Culinary Coordinator

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Company: Raffles Dubai

Location: Dubai

Category: other-general

Type letters, reports and any other mailing or correspondence including memos in an efficient manner, to distribute or mail, keep copies in file, type menus, recipes etc. Answer calls according to hotel standards. Keep Executive Chef's agenda updated and remind him about appointments. Update the kitchen utensil budget. Update and distribute the HACCP policies to all kitchen chefs. Check event orders and record any non-conformance. Administration. Ensures proper requisitioning and control of office supplies. Set up and maintain files according to an established system; keep a trace file and inform the persons concerned about the due dates. Keep file of all kitchen staff and screen their movements within the department and keep the Executive Chef informed accordingly. Keep the Chef office's organisation chart updated. Monitor and file annual leave forms and forward copies to the HR department. Ensure timely dissemination and response to all correspondence (email, fax, written). Ensure security and upkeep of all department confidential files. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our

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