

EN - Stewarding Attendant

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Company: GRAND MERCURE

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Company Description

Why work for Accor

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit

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Do what you love, care for the world, dare to challenge the status quo! #BELIMITLESS

Job Description

Stewarding Supervisor

Do you have a heart to serve and love being part of a team As Stewarding Supervisor, you will assist in the execution of memorable Food & Beverage experiences for our guests.

What Is In It For You

Specific Duties and Responsibilities:

To be responsible for cleaning materials required.

To ensure that cleaning is of the highest standard and that standard is maintained.

To ensure storing of cleaned equipment is safe and orderly.

To ensure that cleaning procedure, as set down in the manual, is adhered to.

To use only the correct cleaning materials in the correct manner and always using the correct safety equipment when using chemicals.

To ensure that the over-usage of cleaning materials is kept to a minimum.

To ensure that cleaning of equipment is done in correct cleaning areas.

To oversee the stewarding team.

General Responsibilities

To generally promote and ensure good inter-departmental relations.

To observe all Health & Safety and Fire prevention procedures at all times.

To maintain the highest standards of personal hygiene at all times.

To ensure that the proper use of all equipment is in accordance with specifications.

To be aware of, and adhere to, the various laws relating to food handling, storage, preparation, cooking and service.

To be personally familiar with the procedure relating to evacuation in the event of fire.

To keep pilferage an impossibility.

To ensure that all energy is conserved, i.e. unnecessary lights are switched off, unnecessary equipment is switched off and unnecessary running of hot and cold water is minimized.

Maintains key corporate documents and records.

Produces correspondence and documents and maintain presentations, records, spread sheets and databases.

Sorting and distributing incoming posts and organizing and sending outgoing posts.

Keeps up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organization.

Compiles lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organization.

Photocopying and printing various documents, sometimes on behalf of the staff.

Circulating agendas and reports.

Orders and maintains stationery and equipment.

Occasional Responsibilities:

3.1 To report any equipment failures/problems to the Maintenance Department.

3.2 To participate in any Training/Developments schemes as recommended by senior management.

3.3 Assist the Duty Manager in any tasks outlined/detailed by him/her.

3.4 Pass any maintenance requests to the Maintenance Department.

3.5 To comply with any reasonable request made by management to the best of your ability.

Legal Responsibilities:

To ensure that the standards required by Law and by Management are maintain at all times in the areas specified above

HSE Responsibilities

5.1 Assists & Takes participation in environmental improvements programs which help to Reduce, Reuse & Recycle air, water & Energy Resources.

5.2 Shall observe Company's all safety & Environmental rules and regulations.

5.3 Shall report any unsafe condition or Environmental issues to their In-charge/Foreman or Safety Personnel.

5.4 Shall comply all the Rules and regulations implemented by the Hotel Authorities and ensure all works are carried out in a safe manner.

5.5 shall use the appropriate personal protective equipment while carrying out their duties.

Authorities and Accountabilities

6.1 To consider the requirements related to IMS matters (Legal / Contractual) during finance activities, to effectively implement.

6.2 Performance and adequacy of the document control system related to his/her job.

6.3 To ensure that the company remains profitable and give good returns to head office.

Qualifications

Your experience and skills include:

Organized and a great team player

Passionate about maintaining a clean and safe working environment

Understanding of food safety and hygiene

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