

Kitchen Storekeeper

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Company: ENGIE

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

JOB PURPOSE:

To Manage the Huawei Staff Kitchen food storage, keep stock, maintain store, control costs, reorder and maintain hygiene.

KEY RESPONSIBILITIES:

Give a weekly report of how the weekly purchases were utilized.

Ensure that all the issuances from the stores are properly accounted for and utilized by various departments.

Have stock movement report prior to weekly stock requisition.

Check the store for any breakages or routine maintenance.

Ensuring prompt utilization and accountability of stock.

Control and track stock levels, timely ordering and verification of the supplies.

Estimate food consumption, place orders with suppliers, schedule delivery and check the quality of deliveries.

Meet with sales representatives to order supplies/replenishment for tableware, cooking utensils, and cleaning items.

Total receipts and balance against sales, deposit receipts, and lock facility at end of day.

Responsible for storage of both food & beverage and operational stock.

Responsible for day-to day check on the storage facilities for upkeep and hygiene.

Should be able to follow standards for issuing and receiving stock within the stores.

Should understand standards of HACCP in storage practices.

Should possess reporting skills to be able to coordinate with the Cost Controller with proposals and day-to-day feedback on operational control

QHSE:

Take reasonable care of your own health and safety and not to put fellow employees and members of the public at risk by what you do or don't do in the course of your work.

Cooperate with any company efforts to improve health and safety at work.

Comply with any reasonable instruction given to you in the interest of health and safety.

Not to interfere with or misuse anything that's provided for your health, safety or welfare.

Report any accidents, injuries, or illnesses you may suffer as a result of doing your work, or any accidents, injuries or illnesses you become aware of that involves a fellow employee or member of the public at your place of work.

SKILLS REQUIRED:

Must have strong problem solving skills to be effective.

Must possess excellent negotiation skills.

Good organizational skills.

Good interpersonal skills.

Ability to work under pressure.

Work flexibility.

Team player with minimum supervision.

Possess sound leadership skills.

QUALIFICATIONS:

GCC relevant experience up to 2-3 years

Should have good communication skills (English)

OTHER REQUIREMENTS:

Positive and proactive attitude, brings innovative ideas for improvement of the operations (energy, risk and safety);

Interest for the Food safety /kitchen related scope and eager to learn on a daily basis

SCOPE AND LIMITS OF AUTHORITY:

- Outline the areas of responsibility assigned to each person, including where duties may overlap and who is ultimately responsible for the finished product or service. Also, specifically describe the level of authority the person has over other people and functions.

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