

United Arab Emirates Jobs Expertini®

Officer General Services

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Company: ADNOC Schools – Education Company Inside ADNOC Oil And Gas Group

Location: abu dhabi

Category: other-general

Carries out periodical visits to the work sites to inspect the Catering services and condition of the Catering equipment. Prepares a written inspection report and forwards it to immediate supervisor with copies to other concerned parties. Participates in preparation of monthly catering menus suitable to all nationalities keeping in mind a varied, nutritious and balanced menu by suggesting items for inclusion. Involves in all Catering equipment purchases for the work site in coordination with the Rig and operations management in order to ensure top value for money spent as well as purchase of the correct required equipment (both Furniture Fixture & Equipment (FF&E), and Stationery & Office Equipment (SOE). Monitors food supplies and food stocks on the work sites and ensures that the available stock will last a minimum of 10 days. Visits contractor's premises regularly to ensure that base facilities are maintained in the required condition. Monitors the quality of food served in addition to the method of preparation and the presentation of the food through actual visits and regular surveys among the rig crew. Includes ensuring that Catering Companies are following the ADNOC Drilling Catering menu in order to achieve consistency on all work sites (onshore and offshore). Monitors the correct operation of the Catering Companies to ensure correct number of Catering staff working in the rigs is according to contract. Checks the daily rig personnel attendance report and reports any discrepancies to the Team Leader, General Services (Catering). Checks the application of procedures and regulations concerning hygiene and safety such as clean equipment/utensils, kitchen, dining and sleeping quarters and use of proper uniforms and ensures that they are within set ADNOC Drilling standards. Ensures that all catering equipment made available to the Catering Companies on the work sites is

correctly used. Follows up the required compliance training for the Catering Company's Supervisors, Camp Bosses, Chefs and other catering crews.

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