



T.A. MARRYSHOW COMMUNITY COLLEGE

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VACANCIES

The T. A. Marryshow Community College invites applications from suitably qualified persons to fill the following positions:

RESTAURANT SUPERVISOR

The Restaurant Supervisor will need to have experience and knowledge of operating a restaurant and kitchen.

DUTIES AND RESPONSIBILITIES

- Ensuring incoming staff complies with institution's policy
- Training staff to follow restaurant procedures
- Maintaining safety and food quality in accordance with HACCP standards
- Keeping customers happy and handling complaints
- Organizing work schedules
- Keeping track of employees' hours
- Supervising daily shift operations
- Ensuring all end of day cash outs are correctly completed
- Coordinating daily front- and back-of-house restaurant operations
- Controlling operational costs and identifying ways to cut waste
- Appraising staff performance
- Assist in interviewing/recruiting new employees
- Interacting with guests to get feedback on product quality and service levels
- Manage the overall cooking/Kitchen operations
- Ordering, receiving and storing of all inventories issued to him/her by the Inventory Clerk
- Create daily / weekly preparation sheets to assist line staff to carry out their tasks
- Assist in building pricing and portioning various menu items that would be served throughout the year
- Keeping accurate records of all the foods produced over a particular period
- Assisting Line Cooks in the preparation and cooking of various meals/dishes that would be served
- Assist Line Cooks in cleaning and tidying various workspaces and area

QUALIFICATIONS & EXPERIENCE

- An Associate Degree in Culinary Arts or Food and Beverage Management or Level 3 NVQ/CVQ in the related field
- At least seven years' experience with food service.
- Two years of supervisory experience in a food service setting.
- Food Handlers Certificate
- Excellent customer service

- Firm grasp of margin, pricing, and inventory control.
- Ability to work flexible hours
- Willingness and ability to learn to meet the changing requirements of the job.

LINE COOK

A Line Cook prepares food using recipes and menu items created by the Restaurant Supervisor and helps keep the kitchen running smoothly.

DUTIES AND RESPONSIBILITIES

- Assisting with stocking and setting up the kitchen stations
- Preparing food including cleaning, cutting the ingredients, and cooking main dishes, desserts, appetizers, and snacks
- Plating / packaging prepared foods based on senior chef's guidance
- Working with servers to ensure that orders are completed according to requests and on time
- Washing and cleaning the kitchen, cooking utensils, and storing the equipment at the end of shifts
- Ensuring that the kitchen operation procedures and hygiene meet food safety standards and regulations

QUALIFICATIONS & EXPERIENCE

- An Associate Degree in Culinary Arts or Food and Beverage Management or Level 3 NVQ/CVQ in the related field
- At least two years of cooking experience
- Excellent kitchen administration knowledge and ability to work as part of a team.
- Strong organization and active listening skills
- The ability to lift 30 pounds at a time
- Exceptional time management skills
- Food Handlers Certificate
- Ability to work flexible hours
- Physically able to be on feet for extended periods.

SERVER/CASHIER

A Food Server/ Cashier is responsible for taking orders from restaurant patrons and delivering their food to them. Processing cash, debit, credit, and check transactions using a cash register or other point-of-sale system. Their duties include explaining the menu to their customers, communicating with kitchen staff, balancing the cash register, making change, recording purchases, processing returns and scanning items for sale.

DUTIES AND RESPONSIBILITIES:

- Welcoming and greeting customers
- Taking customers' food and drink orders and accurately entering them into the ordering system
- Process sales transactions
- Calculate the cost of products or services
- Accept payments

- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Report issues with equipment
- Assist in stocking and rotating merchandise
- Scan and package items accurately and efficiently
- Collaborating with the kitchen staff for prompt and correct delivery of orders
- Memorizing the menu and making menu item recommendations
- Communicating any food allergy or special nutrition needs to kitchen staff
- Ensuring all orders are filled quickly and accurately
- Promptly address customer service issues and refer to management, if necessary
- Performing some cleaning duties, such as at the service station, around the kitchen and restaurant area.

QUALIFICATIONS & EXPERIENCE

- An Associate Degree in Food and Beverage Management/ Hospitality Studies or Level 3 NVQ/CVQ in related fields
- At least two years of serving and cashing
- Excellent customer service, including patience and a friendly demeanor
- Exceptional organization and time management
- Effective written and verbal communication skills
- Great active listening skills
- Ability and willingness to collaborate
- Knowledge of food service regulations and proper food handling procedures
- Capability to learn quickly and memorize menu details
- Comfortable working in a fast-paced environment
- Willing to work flexible work schedules
- Physically able to be on feet for extended periods
- Work experience as a retail cashier or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash registers and POS
- Ability to work flexible hours
- Effective communication and time management skills
- Customer satisfaction oriented

Interested persons are asked to submit a résumé to the email address hrdept@tamcc.edu.gd

The deadline for applications is **Friday, August 4, 2023.**