Job Description – Catering Officer

Introduction
The YANGONBAKEHOUSE is an exciting new social business established to provide training for unskilled women. YBH targets women whom have been disadvantaged due to social, cultural, economic, religious and/or environmental circumstances and are living under the poverty line with little to no employable skills in the formal economy. The aim of the 10-month program is to provide basic hygiene, cold kitchen, baking and English skills to women in order to help secure a job in the formal food & beverage sector.

Tasks
• To assist Deputy operations manager or complete customer order via phone and email and/or occasional meetings with customer/potential customer.
• To follow up catering order with all relevant sites and customers.
• To link with FoH, Bakery, Production Kitchen to ensure that orders can be accommodated and due time is provided for teams to prepare items.
• To follow up on client satisfaction with customer feedback survey to help identify areas that can be improved.
• To prepare and serve food and drink, in accordance with the health and hygiene regulations to meet the needs of the customers during catering events
• To report to the Deputy operations manager any matters of concern, which affects the day-to-day operations of the department.
• To communicate efficiently and effectively in a friendly and positive manner with visitors and other members of staff and management to create a pleasant atmosphere at all times.
• To ensure a clean and tidy appearance whilst representing YBH at work.
• To undertake staff training which, from time to time, may be determined.
• To assist with Deputy 2 to promote services and events of YBH whenever appropriate.
• To prepare catering box and ensure it is stocked for events.
Requirements
• Minimum 2 years of Food & Beverage working experience (experience in catering industry would be beneficial).
• Highly Motivated, hardworking and team player.
• Good computer skills, Familiar with Microsoft office.
• Able to communicate with Basic English speaking or preferable fluent.
• Be proactive and willing to take initiative on approach Customer request.
• Attention to detail, friendly and confident.
• Good knowledge on Yangon Directions is preferred.
• Able to organize catering box and arrange according the function sheet beforehand of event.

Reporting
Directly report to Deputy Operations Manager

Time
Monday – Saturday 8 hours per day
Flexible working hours according catering big order and outside catering event

Benefit
• Monthly Salary of MMK (Negotiable).
• 80% reimbursement of medical expenses claim, up to 40,000 MMK per year.
• 50% employee discount on Bakehouse items (only) within the café.
• Daily lunch.
• Monthly Gratuity payment.

Please submit your CV, Cover letter, References letters (if any), Relevant certificates to Human Resource responsible on hr@yangonbakehouse.com
Deadline will be 25th November 2016.
Or can be dropped off in person to: 27, West Baho Street, U Chit Mg Road, Bahan Township.
You can call this number for more information: 09797008030.