JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of Kitchen and Housekeeping Supervisor at Maseru Private Hospital:

1. Job Summary:

The Supervisor is responsible for the daily efficient and effective functioning of the kitchen and housekeeping units within the hospital. His/Her responsibilities include planning of the kitchen and housekeeping activities, sourcing and allocating essential resources, maintaining optimum inventory and inventory records, scheduling the respective work shifts, supervising and training kitchen and housekeeping staff, among others, while at the same time remaining compliant with the hospital policies, regulations, and the laws of the country.

2. Key Roles/Responsibilities:

2.1 Preparing the requisite kitchen and housekeeping budgets, and maintaining the respective financial, administrative and inventory management records for control and reporting purposes;

2.2 Scheduling work shifts, inducting and training new recruits, monitoring, evaluating and appraising performance of the kitchen and housekeeping staff per hospital policies and regulations;

2.3 Managing the kitchen and housekeeping inventories through a systematic procurement process, which entails legitimate ordering, receipting, secure and controlled storing and distribution as per documented stork requisitions/records;

2.4 Ensuring that all the requisite kitchen and housekeeping equipment is available, properly handled/used, well maintained, regularly serviced and in good working order at almost all material times;

2.5 Developing and implementing recipes and menus that will appeal to patients and general consumers, in consultation with management;

2.6 Ensuring that all food preparations areas are clean and organized at all times, and making sure that all food handling regulations are judiciously followed to prevent food-borne diseases;

2.7 Maintaining optimum inventory of all food items stored in the pantry and refrigerators to ensure there is enough on hand for regular hospital requirements, and ensuring that food is stored properly to prevent contamination and/or spoilage;

2.8 Ensuring that all the hospital linen, scrubs and uniform last long by being properly handled and washed according to specifications per each class/type of fabric

3. List of Duties:

3.1 Plan, source and provide the requisite resources for kitchen and housekeeping operations;

3.2 Schedule and assign shifts to kitchen and housekeeping staff;

3.3 Train new kitchen staff on proper cooking techniques, food safety, and sanitation;

3.4 Train new housekeeping staff on proper cleaning and washing techniques, handling of garments and fabrics, infection prevention and control guidelines;

3.5 Conduct performance reviews for kitchen and housekeeping staff;

3.6 Oversee kitchen and housekeeping inventory levels and order supplies as necessary;

3.7 Maintain the kitchen and housekeeping equipment preventive maintenance program;

3.8 Develop and/or maintain the standard operating procedures (SOPs) for kitchen and housekeeping functions;

3.9 Develop and implement new recipes and menu items;

3.10 Investigate, attend and resolve kitchen and housekeeping complaints and queries promptly;

3.11 Inspect and ensure that the wards, consulting rooms, offices, public areas and the entire hospital surroundings are properly cleaned at all material times;

3.12 Ensure that all the kitchen and housekeeping activities comply with the hospital policies, industry standards and laws of the country;

3.13 Provide the management reports from time to time, when and if so required;

3.14 Any other relevant duties as may be assigned by management.

4. Job Specifications:

4.1. Education and Experience:

The minimum requirement is:

- A Diploma in either Culinary Arts or Catering/Culinary Management or Hospitality Management or Food Science and Technology or Home Economics/Nutrition or their equivalent;
- 3-5 years of experience in a similar role preferably a health or an elite hospitality facility;
- A thorough understanding of Infection Prevention Control protocols is highly advantageous;
- The ideal candidate needs to have excellent communication, and a personable demeanor.
- Computer literacy covering at least spreadsheet and word applications is a must

4.2. Job Knowledge

The supervisor must be conversant with the key aspects of the culinary discipline, which include planning menus, purchasing supplies and ingredients, training the cooks and ensuring that things run smoothly on daily basis. He/She should therefore have supervision, communication, problem-solving, decision-making, inter-personal, computer and stock management skills.

4.3. Mental/Physical Requirements

- A strong character with high mental alertness is essential for quick response.
- May have to handle hazardous and potentially harmful materials
- Must be prepared to handle physically and mentally stressful situations

4.4. Environmental and Working Conditions

- May be required to work irregular hours and /or shifts
- May encounter irate patients, relatives, co-workers etc. as a result of perceived or actual sub-standard service

5. Reporting Structure

The Housekeeping Supervisor reports directly to the HR and Administration Officer.

6. Remuneration and Benefits

Competitive and negotiable on the basis of individual qualifications and experience, with medical aid, contributory pension and associated benefits.

Applications with detailed curricula vitae and certified academic and/or professional certificates must either be mailed or delivered to:

The Hospital Manager
Maseru Private Hospital
Thetsane West
P/Bag A58
Maseru 100

The closing date **is Friday 16th June 2023** before **16:00 hours**