
JOB DESCRIPTION

Title: Mess In-charge

Reports to: Administrative Officer

Grade: 13

Key Duties & Responsibilities:

- 1 Maintain student mess facilities;
- 2 Ensure safe keeping of food items and utensils in order to maintain a high degree of hygiene;
- 3 Manage cooks and other staff in support of the mess;
- 4 Keep stock of purchases timely for auditing by students, management and external auditors;
- 5 Identify and ensure safety measures in the kitchen for the cooks;
- 6 Identify and implement initiatives that leads to cost reduction to provide better quality of food to the students; and
- 7 Carry out any other duties as may be assigned from time to time

Qualification:

Cl. XII passed with basic IT skills

Knowledge of Language(s)

Should have good written and spoken Dzongkha and English. Knowledge of other dialects would be considered as added advantage.

Ability to be courteous and able to handle matters in short notice

The job requires skill for coordination and communication