

UNITED ARAB EMIRATES

Department:	Operations
Job title:	Storekeeper
Mission:	<ul style="list-style-type: none">▪ Plan, organize and control stores /stocks in a professional manner ensuring prompt, efficient and quality service to the concerned units including but not limited to ordering, receiving, storing, issuing and securing food and non-food items as per the location requirements, contractual specifications and in line with superior's instructions.▪ Achieve excellence in all areas of service ensuring compliance with company-recognized standards.▪ Ensure the correct storage of goods and that stock rotation procedures are maintained.▪ Ensure that storage areas, facilities and equipment meet the minimum requirements and standards.▪ Prepare monthly requisition for the next month location supplies taking inputs from Chief Cook and Unit Manager and considering balance stock, previous consumption trends, forecasted man-days, and special/extra programs, etc. Take Unit Manager's approval before submitting order to CWH.▪ Follow up orders to ensure timely delivery.▪ Control incoming supplies by checking brand, quality, and quantity of good received against the actual order. Follow company's receiving procedures strictly while receiving the deliveries. Reject any unacceptable food or products and inform the concerned accordingly.▪ Place items in storage area according to established plan and guidelines.▪ Store perishable items immediately upon delivery and all other items as soon as possible.▪ Make daily issues of stocks to concerned units as per requisitions, approved by the Location Manager.▪ Strictly follow FIFO (First in First Out) method and maintain expiry dates as per rules and regulations of the contract.▪ Check freezers, chillers, and refrigerators regularly to ensure correct temperatures and maintenance. Report all fluctuations to the superior immediately for action.▪ Take periodic physical inventory of stocks as per stores procedures and guidelines.▪ Ensure that recommended/contractual stock levels are maintained at all times.▪ Maintain daily stock records of receipts and issues. Verify entries against actual usage and physical count.▪ Prepare maintain documents, reports and records as per company's requirements and procedures.▪ Ensure the accuracy of data inputs while using computer software for stores management. Ensure proper handling and maintenance of computer equipments.▪ Advise superior about slow moving/non moving items, excess stock and potential spoilage.▪ Ensure that store area, freezers, refrigerators are kept locked and cleaned as per cleaning schedule and standards established by the company.▪ Observe confidentiality in his area and do not allow any unauthorized person to enter in the stores area.
Profile:	<ul style="list-style-type: none">▪ Graduate / Diploma in Hotel Management Catering & Nutrition from an internationally recognized institution.▪ Minimum 2-5 years of work experience in a Reputed hospitality and Catering operation, in asimilar position.▪ Well-versed in English.▪ Strong knowledge of computers.
Reporting to:	Location Manager
Location:	UAE, Abu Dhabi
Email:	career@kcs.ae

