



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

INTERNAL ADVERT

Applications are invited from suitably qualified and experienced persons to fill the following posts:

***NB: Manicaland State University of Applied Sciences** is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

CATERING SERVICES DEPARTMENT

Supervisor (1 Post)

Desired Qualifications

Applicants should possess a minimum of 5'O Levels including English Language, Certificate in Professional Cookery or equivalent and a Class 1 Journeyman certificate plus at least seven (7) years hands on experience in a similar position of which at least three (3) years should be at supervisory level/*OR* a minimum of 5'O Levels including English Language, Diploma in Professional Cookery or equivalent plus at least four (4) years hands on experience in a similar position. Must be student success oriented with excellent customer service, interpersonal and communication skills, ability to work in a cooperative team environment, ability to deal with staff, students and the public with tact and courtesy, and ability to work independently and have strong decision making skills. Knowledge of menu preparation and food costing is a must.

Duties and Responsibilities

- Supervising junior staff.
- Maintaining cost effective stock levels.
- Ordering food commodities for the canteen.
- Monitoring the preparation of food in the canteen and ensuring that high standards are maintained.
- Monitoring the general cleanliness and maintenance of high standards of hygiene in the workplace.
- Attending to customer complaints.
- Compiling duty rosters.
- Regular stock and inventory management.
- Performing any other duties as assigned by senior management.

APPLICATIONS

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, contact details, names and addresses of three referees addressed to:

**Assistant Registrar
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

The application pack should be sent as a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** plus one hard copy of the application pack (certificates and transcripts must be certified) to be submitted to the **Human Resource Office** by no later than 1400 hours on Friday, 10 July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.