



# MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

## STAFF VACANCY

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 MANAGER (1 POST)**

#### **Desired Qualifications**

Applicants must be in possession of a Degree in Tourism and Hospitality Management or equivalent and/or a Diploma in Professional Cookery or equivalent, plus at least five (4) years hands on experience of which at least two (2) years should be at supervisory level in a catering services environment of a large organisation. A relevant Masters degree will be an added advantage. Experience of dealing with students in a university set up or institution of higher learning is a requirement. Must be mature, 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 should have strong decision-making skills. Knowledge of menu preparation and food costing is a must.

#### **Duties and Responsibilities**

The incumbent will be accountable to the Executive Dean, Division of Student Affairs and will be responsible for overseeing, planning, administering and managing the University's catering operations and services.

Some of the duties and responsibilities include:

- Overseeing the University's catering operations and services.
- Engage in planning and budgeting for both capital, financial and human resource requirements for the Catering Services Department.
- Achieving good quality within cost effective budgeting and maintaining high standards of hygiene and customer satisfaction.
- Planning menus in consultation with chefs.
- Maintaining cost effective stock levels and supplies.
- Training, managing and motivating both permanent and temporary staff.
- Ensuring that SOPs, and health and safety regulations are strictly observed, understood and adhered to on a day to day basis.
- Monitoring the quality of the product and service provided.
- Keeping to budgets and maintaining financial, administrative and inventory records.
- 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, 17 July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.