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| **JOB DESCRIPTION** |
| 1. **JOB DETAILS**
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| **Job Title** | **Food and Beverage Executive**  |
| **Function** | Administration  | **Location** | Noida |
| **Direct Reporting to:** | Director Skilling Operations | **Matrix Reporting to:** | 1 |
| **Staff Supervised** | **Direct Reports:** 1 | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | NA |
| About **Vision India**: With a decade of credence, Vision India has evolved into an integrated staffing organization with the complete spectrum of People Solutions, offering differentiated propositions to the vibrant & dynamic business needs of the corporates. We draw our strength from the ability to dimension holistic solutions, having a bouquet of products & services integrated on seamless technology & backed by our ability to customize the solutions based on Client centric requirement.Our unique proposition is enabled through the complete Forward / Backward integration of our business verticals, Staffing being supported through our Captive Skill vertical, BPO, Talent search teams and the job portal. In our journey thus far, we have earned & sustained the trust of organizations as their Preferred Staffing Partner, across the Industry segment and a recognizable dispersion spanning across the country, South East Asia and Middle East.Vision India, with a 32000 strong Associate base and 105+ Indian, MNC and Government of India / State entities proudly listed in our clientele, we are excited to move forward each day working closely with our clients and bringing to life, solutions that create positive ripples for our customers & the associates. We adorn an ISO 9001, ISO 21001:2018, ISO 10002, ISO 26001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve their Business Goals through superior efficiencies. With a consistent top line growth of about 25% YoY, the standalone revenue stands proudly at INR 170 Crore for the year 2020-21, post absorption of the pandemic effect. It is poised for much sharper top line growth in the ensuing years, based upon the investments made on critical projects commissioned in 2021-22 as well as strong fundamentals across the three business verticals. |
| 1. **JOB PURPOSE**
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| The role holder is responsible to create, operate and manage the catering support services for the skilling vertical as well as our offices across the country. S/he would be accountable for ensuring the availability of a world-class and food safety standard compliant kitchen, staff, and mess infrastructure including ensuring the delivery of the food/meals for the on-site requirements. The success of this role would be to continuously evaluate the vendors, supply chain, staff requirements and delivery at all times.

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| 1. **KEY RESPONSIBILITIES**
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| * Commercially viable catering services blueprint
* Define standards of service delivery and quality
* Compliance with licensing and statutory requirements
* Assess and evaluate each location’s requirement specifically and ensure that the outsourcing is commercially feasible.
* Ensure training and certification of all employees in the operational team
* Negotiate supplier arrangements for food and beverage products
* Ensure that customers are satisfied with food and service
* Explore opportunities for commercial arrangements with other clients and customers leading to higher revenue for expansion.
* Ensure automation of the service delivery through the app.
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | Hotel Management with 2-4 years of experience of running a mess preferably multi location  |
| **VI. KEY INTERACTIONS**  |
| **Key Internal Contacts**  | **Nature or purpose of interaction** |
| * Director Skilling Operations
 | Complete understanding and ownership and mess requirement of the skill operations  |
| * Skill center managers
 |  On ground understanding of catering requirements of each skill center  |
| * Corporate administration
 | On ground understanding of catering requirements of each location  |
| * Accounts and corporate supply chain
 | Due processing of bills/invoices and timely payment of vendor  |
| * Corporate procurement
 | Ensure service level agreements, vendor assessment and supply chain fulfilment.  |
| **Key External Contacts** | **Nature or purpose of interaction** |
| * Vendors
 | Connect & engage for delivery on requirements |
| * Corporate counterparts
 | Study best practices across industries  |

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# To know more about **Vision India Services,** visit us

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