



Executive/ Officer - Food & Beverage

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighbouring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Tata Medical Center, Kolkata, has strived to be one of the leading cancer care and research institutions in the country and has benefited West Bengal as well as the adjoining states and neighbouring countries.

To fulfill the above objectives, TMC invites applications for the position of **Executive/ Officer – Food & Beverage**

Job Description:

Major Deliverables:

- The candidate will be responsible for all business operations related to Food & Beverages.
- Coordination & management of the F&B outsourced vendors.
Supervision & management of all F&B related sites in the hospital (e.g., kitchens, cafeterias, stores, etc.).
- Coordination & management of F&B at external sites (e.g., Nursing Hostels).
- Coordination between various staff and agencies involved with F&B operations.
- Establish schedules, policies and procedures, related to F&B operations.
- Inventory management of equipment & F&B consumables.
- Management of special food requirements for events in the hospital.
- Coordination & management of F&B requirements not included in the outsourced vendor's scope (e.g., staff tea/coffee, staff night supper, blood donors, etc.).
- Supervision of all applicable legal, health & safety regulations.
Ensure adherence to infection control standards as per hospital policy.
- Effective orientation and training for new staff and professional development activities for experienced staff.
- Feedback & grievance handling, related to F&B.

- Preparing & discussing operational reports with seniors, to make necessary improvements in operations and practices.
- Any other work assigned, from time to time.
- To supervise the preparation of food, distribution and clearance are all met as per the protocols and SOPs of the hospital.
- Closely liaise with the dietician for any special instructions or assess the quality of food.
- Accountable for the billing and invoice checking of the vendors against services rendered by them.
- To foster a team player attitude.

Qualification: Diploma/ Degree in Hotel/Hospitality Management

Experience: 1-5 years of food & beverages work experience in a hospital / five-star hotel / airline catering

*For more details and application forms, please log on to our website today:

www.tmckolkata.com

Interested candidates may email or post applications by 31st January 2020 to:

Mr. Suvasish Mukherjee,
Head-Human Resources,
Tata Medical Center, 14 MAR (EW), New Town,
Kolkata – 700160.
Email – suvashish.mukherjee@tmckolkata.com.
