



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL ADVERTISEMENT**

Ref: IITA-HR-NRS2021-002	Position: <ul style="list-style-type: none">• Food and Beverages Supervisor
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 20 January 2021	Closing Date: 3 February 2021

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute’s Headquarters in Ibadan:

Position: Food and Beverages Supervisor

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Work with Food and Beverage Manager in the general running of the International House Cafeteria, Private Dining and Sports Center;
- Monitor service quality within restaurant and cafeteria areas and establish standards and procedures to increase guest satisfaction, value, and profitability;
- Manage all guest’ restaurant and event booking confirmation and prepare event orders;
- Lead the Food and Beverage service during events;
- Liaise with the conference center team as well as the Kitchen team to ensure tea breaks and lunch breaks are delivered promptly and up to standard;
- Liaise with the Snack bar and Cappa Bar Supervisor on food and beverage quality as well as operations;
- Monitor costs and control of items;
- Attend to all VIP guests personally;
- Handle all customer requests with the utmost professionalism;
- Maintain correct customer feedback and initiate immediate corrective measures;
- Oversee health code compliance and sanitation standards;
- Reconcile Stock, generate weekly, monthly and annual reports for the Resident Manager;
- Train new employees and provide ongoing training for all staff;
- Assign duties to staff and coordinate the weekly roster;
- Perform additional related duties as requested by the supervisor

QUALIFICATION:

BSc/HND in Hospitality Management, Hotel and Catering or related field with a minimum of three (3) years' experience in a well-structured hospitality management environment.

COMPETENCIES:

The ideal candidate must:

- Have experience in event planning;
- Be computer literate and have ability to use restaurant software.
- Have good knowledge of food and beverages services.
- Have very pleasant personality and strong leadership skill with good communication skill.
- Be a good team player and should be able to work under pressure.

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://jobs.iita.org/erecruit> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package.

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted