



INSTITUT JANTUNG NEGARA  
National Heart Institute

**We are looking for suitable and qualified candidate for the following position:**

## **CATERING SUPERVISOR DIETETIC & FOOD SERVICES DEPARTMENT**

### **Responsibilities**

- Patient Meal Services
  - Facilitate and supervise the operations of food preparation according to menu and numbers of orders within the time frame.
  - Coordinate tray line activities to ensure patient's meals delivered on time.
  - Allocate afternoon tea and supper snacks according to patient's therapeutic diet.
  - Charge and issue patients' enteral products in the absence of storekeeper.
  - Produce a monthly census report on patient meals for the F & B Controller review.
- Food and Beverages Services and Staff Meal
  - Organize daily F & B orders for internal meetings, functions and staff meals to fulfill the request.
  - Produce a monthly census report on patient meals for the F & B Controller review.
- Stock Management
  - Monitor stock level of food item to ensure adequate supply for meal preparation.
  - Inspect goods during receiving appropriately according to quantity and quality specified.
  - Conduct monthly stock count for efficient stock management.
- Quality and Safety
  - Monitor and record food temperature accordingly to ensure food safety.
  - Monitor and record the cleanliness of the department to consistent tardiness.
  - Managing customer complaints on food safety and quality to meet customer satisfaction.
- Training
  - Provide training for DFS staff on food safety related topics to enhance staff competency.

## Requirements

- Sijil Pelajaran Malaysia (SPM) or Certificate / Diploma in Food Services or relevant certificate with 3 years experience in related industry.
- Knowledge in food preparation and food safety.
- Ability to communicate effectively, both written and verbal in Bahasa Malaysia and English.
- Analytical thinking and self-motivated.

## Closing Date

13<sup>th</sup> May 2022

Talent Acquisition Unit  
Human Capital & Organizational Development

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**