



INSTITUT JANTUNG NEGARA
National Heart Institute

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

FOOD & BAVERAGE (F&B) CONTROLLER DIETETIC & FOOD SERVICES DEPARTMENT

Responsibilities

- Manage all F & B and day-to-day operations within budgeted guidelines to the highest standards.
- Preserve excellence levels of internal and external customer service
- Design exceptional menus for IJN patients, staff and clients.
- Manage purchase of goods and continuously make necessary improvements
- Identify customers' needs and respond proactively to all of their concerns
- Lead F & B team by attracting, recruiting, training and appraising talented personnel
- Establish targets, KPI's schedules, policies and procedures
- Provide a two-way communication and nurture on ownership environment with emphasis in motivation and teamwork
- Manage HALAL implementation and food safety (e.g. HACCP) implementation to ensure maintenance of certification.
- Comply with all health and safety regulations
- Report on management regarding productivity and cost optimization
- Manage the preventive maintenance of all equipment to ensure conformity.

Requirements

- Diploma / Degree in Food Service Management or equivalent qualifications.
- At least 5 years' experience in Food Service Management.
- Knowledge on food cost in order to maintain food cost and assists in departmental budget plan
- Knowledge in Food Services, Menu Planning and Kitchen Management.
- Ability to design, implement and monitor on the operation of dietetics and food services.
- Possess good managerial ability.
- Leadership skills.
- Analytical thinking and self-motivated.
- Good oral and written communication skills.

Closing Date

13th 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.**