

## **NOCCi Balasore Infrastructure Company**

The NOCCi Balasore Infrastructure Co is a Special Purpose Vehicle (SPV) to undertake creation of world class common infrastructures under PPP mode for helping industries improve their efficiency & attract new investment to Balasore.

Promoted by the North Orissa Chamber of Commerce & Industry, (NOCCi) the SPV is industry led, and professionally managed, with representatives of GoI and GoO on its board.

For more information please visit- <http://www.nocci.in/noccinew/index.html>

NOCCi Business Park with Exposition, Convention, Trade facilitation, accommodation, recreation facility & a Training Centre (Academy) for skill development, is part of these infrastructure components.



## **NOCCi Residency**

NOCCi Residency (part of the Business Park) is the only star rated accommodation at Balasore, ideal for business & leisure. NOCCi Residency is a unique destination amidst the serenity of green 10 acre campus, offering comfortable accommodation & an extensive range of services to its discerning guests. Ideal for conferencing, corporate seminars / party, long stay as well as short-stay. For more information please visit- <http://www.nocciresidency.in>

NOCCi Residency is looking for suitable candidates for following vacancies;



## **Job Description**

### **A. Manager-F&B:**

- Independently handle F & B Section by ensuring effective customer and quality driven service.
- Has adequate exposure and knowledge about healthy, hygienic and safety standards as per regulations.
- Promote environment to enhance customer frequency/cycle.

### **Applicable Skills:**

- Minimum of 5 to 7 years of experience is required.
- Proven food and beverage management experience.
- Working knowledge of various computer software programs (MS Office, restaurant management IDS software, POS).
- Ability to spot and resolve problems efficiently.
- Communication and leadership skills.
- Up to date with food and beverages trends and best practices.
- Ability to manage personnel and meet financial targets.
- Guest oriented and service minded.
- Culinary school diploma or degree in Food service management, BA, or related field.

### **Salary:-**

There will be no constraint of salary for the deserving candidates and will be given as per industry standard.

## **B. Restaurant Captain:**

- To promote and ensure guest satisfaction, maintain a safe and sanitary work environment and ensure only the highest quality products are being served.
- Responsible to handle daily team member relations, and encourage problem solving by team members through proper training and empowerment.
- Communicate with Manager-F&B and GM/DGM on daily basis.

### Applicable Skills:

- Minimum of 5 years of experience is required.
- Candidate must possess at least a Diploma or degree in Hotel management.
- Able to work independently and work under minimum supervision.
- Guest oriented and service minded.

### Salary:-

There will be no constraint of salary for the deserving candidates and will be the best as per industry standard.

## **C. Steward:**

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Arrange table settings and maintain a tidy dining area
- Provide excellent customer service to guests

### Applicable Skills:

- A friendly and welcoming approach.
- Candidate must possess at least a Diploma or Degree.
- High standards of grooming and presentation.
- The ability to work unsupervised.
- Good team working skills.
- Attentiveness and patience for customers
- Skills and Experience (Desirable) minimum 3 to 5 years.

### Salary:

There will be no constraint of salary for the deserving candidates and will be the best as per industry standard.

#### **D. Kitchen Helper:**

- Responsible for hygiene and cleanliness in Kitchen area
- Washing utensils and dishes and making sure they are stored appropriately.
- Sorting, storing and distributing ingredients.
- Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts.

#### **Applicable Skills:**

- A friendly and welcoming approach.
- Candidate must possess at least a Diploma in Hotel management.
- The ability to work unsupervised.
- Good team working skills.
- Skills and Experience (Desirable) minimum 2 to 3 years

#### **E. Room Boy:**

- Performs routine duties in cleaning and servicing of guest rooms
- Responsible for the cleanliness and maintenance of the work area
- Ensure security of guest rooms and privacy of guests
- Attends to guest calls, guest requests /guest complaints in the assigned area

#### **Applicable Skills:**

- Candidate must possess at least a Diploma in Hotel management.
- Ability to work independently.
- Good team working skills.
- Skills and Experience (Desirable) minimum 2 to 3 years

Please send CV to [jobs@nocci.in](mailto:jobs@nocci.in) mentioning the post applied for in subject line.

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