



## ASSISTANT DUTY MANAGER – AIRPORT RESTAURANT

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 9001:2015, ISO 14001:2015, ISO 22000:2018 (HACCP), and also with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for energetic, enthusiastic, self-motivated person for the above post of **Assistant Duty Manager – Airport Restaurant** to look after the daily operations of Airport Restaurant and Lounges. The successful candidate will be responsible for planning day to day activities including manpower planning and optimizing productivity in order to maintain on time delivery of all services as per precision timing and standard operating procedures while reporting to Manager - Airport Restaurant, Lounges & Transit Hotel. The person should have proven experience in Food & Beverage / Hospitality Industry.

### **Duties and Responsibilities:**

- Be the Administrator of each Shift and ensure maximum output of Operational areas adhering to safety rules and regulations.
- Conduct daily briefings on assigned duties to roster staff.
- Assist Airport Restaurant Management on manpower planning on daily and monthly basis.
- Liaise with other departments to maintain quality controls to ensure that standards are maintained at the highest level.
- Lead, motivate and develop Subordinates and ensure achievement of performance goals.
- Ensure the serviceability of all machinery and equipment.
- Oversee all the service desks / lounges in order to maintain 0% Guest Complaints.
- Coordinate operational activities with Airport Authority, Security Agencies and Customer Airlines.
- Introduce new methods and technologies to reduce wastage and control cost / budget.
- Manage and control staff to achieve daily targets and schedules.
- Conduct Training Need Analysis and On-The-Job/Class Room Training to staff as and when required.
- Ensuring development of functional and leadership skills for the Airport Restaurant Team.
- Responsible for compiling menus, menu presentations and beverages menus of the lounges.
- Handle VVIP and VIP movements of the Airport and Menus and buffet set up of the Airport.
- Handle outside catering events and special functions outside the Airport.
- Handle flight delay meals and Transit meals of the passengers.
- Responsible for providing meals for lounges and restaurants according pax loads.
- Maintain cutlery, Crockery, glass inventory of the lounges.
- Provide meals for pastry shops (Vanilla Pod 1 and 2).
- Responsible for order lounge meals, Restaurant and pastry shop meals, Snacks and cakes through Inflair.
- Responsible for on time delivery of meal and snacks to Airport & Aviation Security and SriLankan Airlines.
- Responsible for quality and Temperature of the meal of the lounges and Restaurant.

### **Required Qualifications & Skills:**

- A Degree from Hotel School or Hotel Management Institute on Food & Beverage.
- Credit passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Minimum 4 years' or more experience in Executive Level in Food & Beverages at a Star Class Hotel.
- Excellent communication, leadership, negotiation and analytical skills.
- Sound planning and organization skills coupled with a methodical approach to work.
- High level of IT literacy to handle day-to-day activities.
- Training capability and knowledge on ISO Standards.
- Should be below 40 years.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you feel you have the required skills and experience for the job, please e-mail your resume to [careers@srilankancatering.com](mailto:careers@srilankancatering.com) including 02 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

### **Assistant Manager - Human Resources & Administration**

SriLankan Catering Ltd  
PO Box 07  
Airline Centre, Bandaranaike International Airport  
Katunayake

Please visit us on [www.srilankancatering.com/careers](http://www.srilankancatering.com/careers) for more details.