Under the direction of the Director: Hotel and Catering Services, the incumbent is responsible for managing the operations of the hotel restaurant and university dining halls through effective supervision of staff and ensuring that food and beverage equipment is utilised and maintained appropriately.

**Requirements:**

- M+3 year Diploma in Food and Beverage or Hospitality Management, or any other relevant qualification.
- Extensive knowledge in Food and Beverage (F&B), with ability to remember and recall ingredients and dishes to inform customers and provide waitress services to staff.
- Incumbent to be familiar with restaurant management software, like Opera.
- At least eight (8) years experience in a Food and Beverage environment is required of which three (3) years should have been in a supervisory role.
- Experience in Food and Beverage services in a four or five star hotel will be an added advantage.

**Key Competencies:**

**Knowledge**

- Ability to manage in a diverse environment with focus on client and guest services.
- Knowledge of the South African and industry specific laws.
- Knowledge of food, food hygiene (including HACCP) and food preparation.
- Good business and commercial acumen.
- Strong leadership and motivating skills.
- Ability to build strong relationships with guests and staff.
- The ability to think quickly, work in stressful circumstances and stay calm in a crisis.
- Financial, budgeting and stock-taking skills.
- Sound decision making and problem solving.
- High level of initiative.

**Skills**

- Good written and verbal communication skills.
- Good problem solving skills.
- Computer skills.
- Good interpersonal skills.

**Personal Attributes**

- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honesty, punctuality and understand of protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.