

Walk-in-Interview

Position- Consultant for Canteen (Non-Farm) –Sheikhpura.

For BRLPS (Jeevika) – Sheikhpura.

About BRLPS (Jeevika)- The Government of Bihar (GoB) through the Bihar Rural Livelihoods Promotion Society (BRLPS). An autonomous body under the Department of Rural Development is spearheading the World Bank aided Bihar Rural Livelihoods Project (BRLP). Locally known as Jeevika with the objective of social & economic empowerment of the rural poor. **Web site.** [www . brlp in](http://www.brlp.in)

Period of Consultancy- Services will be hired for a period of six months. However, there is a possibility of extension of contacts upon satisfactory performance.

Consultancy Charges- Up to Rs. 25000/- per month (negotiable)- Perks

Job Description

Roles & Responsibilities:-

- a. Assist the Jeevika team in the location assessment
- b. Assist in entrepreneur short listing and be part of the interview panel for entrepreneur selection
- c. Trainings:
 - . Master Trainer for food preparation sessions
 - . Ascertain training needs. Organize trainings as per requirement & assist trainings
- d. Help in developing **business plan** for the canteen. Which would include:
 - Finalizing the equipment needed for smooth operation
 - Identify reliable local vendors for cooking equipment and utensils
 - Identify reliable local vendors for raw materials supplying at best competitive rates. Would also help in negotiating credit purchase of raw materials
- e. Menu Planning:
 - Finalizing the menu for out- patients and other customers
 - Arriving at competitive pricing for the menu
 - Suggest "specials" during festivals and other occasions
- f. Canteen Operations:
 - Assist the member owners in purchase of raw materials ensuring quality
 - Supervision and hand- holding of food preparation for 6 months from the day of canteen opening
 - Ensure high hygiene standards are maintained in food preparation
 - Create processes for inventory management to reduce losses and ensure raw material is available for various products
- g. HR:
 - Ensure fair work distribution & rotation of work among owner members
 - Supervision of additional staff members such as billing accountant, waiters, janitors etc.
 - Manage additional staff allocation within the canteen i.e. number of people to be hired. Salaries etc.
 - Ensure salaries are given in a timely & predictable manner
- h. Sales & Marketing:
 - Conduct marketing activities to increase sales in the local region
 - Manage sales of the canteen as per business plan to ensure sustainability
 - Introduce new clients that would include bulk sales in offices

i. Monitoring & Reporting:

- Prepare daily/ weekly/ monthly reports as per prescribed formats
- Share reports with relevant stakeholders in a timely manner
- Participation in review meetings as needed

j. Overall Canteen Management

- Handling customer enquiries & complaints
- Maintenance of infrastructure, equipment & general upkeep of the canteen premises
- Assist in canteen review and audits by nodal CLF/VO
- Liaising with hospital authorities, nodal VO/CLF. Canteen owner members. Customers, suppliers & licensing authorities
- Ensure proper waste disposal and management

Qualification & Experience:

- a) **Hotel Management degree/ Bachelor degree with minimum one year of experience** in restaurant management, kitchen supervision, staff management and food preparation.
- b) Proven ability to manage budgets and canteen finance.
- c) Knowledge in cost and accountancy would be given added advantage.

Desired Candidate Profile:

- a) Good communication. Interpersonal & organizational skills
- b) Local Proactive problem solver.
- c) Proven ability to bring new sales.
- d) Should be willing to travel for training and as per need.

Address- Jeevika, 2nd floor Nikhil complex, Opposite :- District Collectorate Gate, Sheikhpura 811105 (Bihar)

Date of Interview – 5th March 2019 from 10:00 A.M.

Candidates have to bring with them:-

- a) Two copies of CV duly signed by candidate.
- b) Original mark sheet and certificate of all educational qualification starting from matriculation and also experience certificate along with two set of photo copies of the relevant document.

Note :- DPCU Sheikhpura shall have the right to cancel this advertisement without assigning any reason.

Anisha
(Anisha) 25/03/2019
District Project Manager
DPCU :- Sheikhpura
Sheikhpura

