

## Vacancy

**Position-** Consultant for Canteen (Non Farm)-Purnea  
For BRLPS (Jeevika) -Purnea

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

**Period of Consultancy-** Services will be hired for a period of six months; however there is a possibility of extension of contracts upon satisfactory performance.

**Consultancy Charges-** Up to Rs. 20,000/- 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
  - Ensure food quality & taste is maintained
  - 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.



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- 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 three 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, Near Congress Bhavan, Gokul Krishna Ashram Road, Subhashnagar, Purnea-854301 (Bihar)

Last date of submission of CV – 17<sup>th</sup> July, 2019 by 11.00AM (Through mail only)

Date & Time of Interview – 17<sup>th</sup> July, 2019 2:00PM

Mode of Submission of CV

- a) Hard Copy will be submitted on the day of Interview.(Bring experience certificate OR joining letter with last 3 months Salary Slip on the day of Interview)
- b) Soft Copy through E-Mail at – [hr\\_purnea@brlp.in](mailto:hr_purnea@brlp.in) & [ypsyantana@gmail.com](mailto:ypsyantana@gmail.com) (pdf copy duly signed on each pages)

For any further queries please contact on 7808922826 / 8972606172



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