

## Job Description

|                     |                                  |
|---------------------|----------------------------------|
| Job title/Position: | Food & Beverage Assistant        |
| Division:           | Operations                       |
| Direct Supervisor:  | Executive Chef & Manager hkaEats |

---

### Position Overview

The Food & Beverage (F&B) Assistant reports to the Executive Chef/Manager and Chef de Cuisine HKA Eats. The primary purpose of the role is to assist with the day to day preparation, service and cleaning of the school catering assisting the team of HKA Eats in assuring the prompt, safe, compliant, provision of the school food operation.

### Qualifications and Experience

The F&B Assistant should have:

- Good and positive good service mindset.
- Interest in serving and preparing food and beverage to students and staff.
- Interesting in learning on the job.
- Relevant working experience in a similar position, preferably in international schools or educational institutions; is preferred but not necessary.
- General knowledge of basic food handling, cashier work, cleaning and use and care of institutional equipment and utensils is helpful but not essential.
- A sympathetic appreciation of special needs of campus clientele.
- Ability to self-motivate and to work under pressure;

### Working Hours

As agreed on by the employer and employee in accordance to the needs of the school.

### General Responsibilities

The F&B assistant will be responsible for:

- Executes daily work as assigned for efficient use of time and facilities.
- Participates in food preparation and distribution to students, staff and school community; assists with catered events such as meetings, activities and parties; helps deliver food service operations with school activities to improve school and community relations and increase student participation.
- Performs other duties consistent with the position assigned as may be requested by their direct supervisor.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

June 2017