



SENIOR HOUSEKEEPING ASSISTANT

Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications, ethics and with outstanding communication skills for the post of Junior Executive – Procurement & Shipping to achieve departmental goals and targets. The successful candidate will report to the Assistant Manager – Procurement & Shipping and be responsible for tasks optimizing the productivity of the company.

KEY RESPONSIBILITIES INCLUDE:

- Carry out morning briefing as per the standard briefing instructions. (06.50 -07.00).
- Allocate all casual staff for the routine duties as per the standard allocations.
- Inspects SLC premises and relevant equipment for cleanliness.
- Ensure all relevant machineries and equipment are cleaned and in good working order.
- Raising work orders and inform maintenance Division for repairs/ service when required.
- Order cleaning detergents and materials for the daily operation with the approval of HOD.
- Observes and evaluate casual employees, their performance to formulate process to improve efficiency.
- Maintain records of daily attendance and job allocations for the monthly payroll.
- Check and raise gate passes for the requisitions along with Security supervisor.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- 6 years' or more Experience in the relevant field.
- Full or Part Professional Qualification in Hotel Operation preferably in Housekeeping (public area).
- Experience in Kitchen Stewarding and Housekeeping duties would be an added advantage.
- Credit Passes for English and Mathematics for G.C.E (O/L) and G.C.E. (A/L) qualification.
- Sound planning and organizing skills coupled with a methodical approach to work.
- Should be below 40 years.

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

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to careers@srilankancatering.com including 2 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.

Human Resources & Administration Manager
SriLankan Catering Limited
PO: Box: 07
Airline Centre, Bandaranaike International Airport
Katunayake

Please visit us on www.srilankancatering.com/careers for more details