



About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Project Executive - Canteen
Job Purpose	Assist Departmental Canteen Operations
Job Type	Contractual – Non-Teaching
Reporting to	Departmental Canteen Manager
Will closely works with	Internal: IIMB Staff and Faculty External: Vendors
No. of positions & Job Location	One Position in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Assist the Departmental Canteen Manager with managing inventory, monitor indents and ordering.• Adhere to and enforce all Kitchen and store policies as outlined by the Kitchen Management.• Ensure that all ingredients are supplied on time for the food preparation.• As a Cashier, handle cash receipts and maintain cash transactions details• Maintain organized and accurate written and electronic records of all relevant work in the department.• Gather data, compile, review and submit essential reports.
Key Skills and Ability Requirements	<ul style="list-style-type: none">• Experience in the food & service industry is desirable.• Proficiency with MS Office• Ability to work on weekends, non-Office hours shifts and flexible in working hours as required• Should be fluent in Kannada, English; knowledge of Hindi will be an advantage• Excellent customer service and communication skills
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should be a graduate with at least 50% marks.• The candidate should have minimum 2 years of relevant experience.
Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 3 as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

Closing date for applications is 25 October, 2022. Only shortlisted candidates will be intimated