



JOB VACANCY-STEWARD

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company is responsible for the operations of the Manta Lodge Hotel and Dive Centre and invites applications from suitably qualified persons for the position of **Steward**.

Job Summary

Prepares food items in accordance with production requirements and quality standards while maintaining a safe sanitary work environment.

Job Responsibilities

- Cleans and sanitizes work surfaces, equipment, dishes, and utensils.
- Maintains cleanliness standards by washing dishes, pots, pans, plates, silverware, glassware, and other items used in cooking or food preparation.
- Prepares ingredients for cooking by chopping vegetables, grinding meat, extracting juice, and other tasks as needed.
- Maintains inventory of supplies and ordering materials needed by the department.
- Monitors food storage conditions to ensure they are safe and stable.
- Operates dishwashers and other equipment used for cleaning and sterilizing dishes, glassware, utensils, pots, pans, and other kitchen items.
- Cleans and maintains the kitchen, including sweeping floors and wiping down surfaces.
- Sets tables, prepares salads, and other duties related to food service for special events such as parties or banquets.
- Follows safety procedures for using equipment, disposing of waste products, and other activities.
- Assists in setting up plans and actions to correct any food cost problems, control food waste, loss and usage per SOP.
- Attends work on time as scheduled.
- Follows hotel grooming and dress standards.
- Minimizes safety hazards by following all safety rules and procedures.

- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
- Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position.
- Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate.
- At all times projects a favorable image of the Hotel to the public
- Performs any other responsibilities as assigned.

Education and Job Experience

1. High school education or equivalent experienced.
2. Minimum one year food service or related work, preferably in a hotel or restaurant environment.

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

- Minimal hearing necessary to hear equipment, timers, etc.
- Moderate vision required to check quality of cleanliness.
- Moderate comprehension and literacy required to read MSDS sheets and procedures.
- Lifting, pushing, pulling and carrying: Position regularly involves lifting food cases and metros weighing up to 70 lbs. Pushing and pulling carts is required.
- Bending/kneeling: Regular bending to lift items and supplies.
- Mobility: Regularly moves all around kitchen.
- Continuous standing: To complete a task, may be stationary for short periods of time.

Material / Equipment Used

- Chemicals/Agents: grease strip, bleach, grease cutter, Lime Away.
- Protective Clothing: hair restraint/hat, gloves, apron, safety shoes - approximately 100% of 8-hour shift.
- Deep fryer, broiler, stove, steamer, food processor, mixer, slicer, oven, steam table, tilt kettle, waffle iron, flat top grill.

Environment

Inside 100% of 8-hour shift.

Application along with Curriculum Vitae and copies of certificates should be **emailed** no later than **4.00 p.m.** on **Friday 29th, December 2023**, addressed to:

The Human Resource Officer
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.
E-mail address: hr.officer@e-idcot.co.tt

Unsuitable applications will not be acknowledged.