

Terms of Reference: Associate Catering Officer (Production unit)

Reports to: Manager Catering and Duty Free

Overview: The Associate Catering Officer- Production is responsible for the overall management of the Production unit under catering and duty-free services. This role involves overseeing the inflight kitchen, bakery, and business class lounge.

Responsibilities:

1. Production Unit Management:

- Supervise and manage the production unit, inflight kitchen, bakery, and business class lounge.

2. Menu Planning and Meal Preparation:

- Plan menus for catering services.
- Oversee portioning and costing of meals.
- Supervise meal preparation to maintain quality standards.

3. Financial Management:

- Maintain and crosscheck petty cash with the kitchen purchase team.
- Ensure timely reimbursement for in-flight shopping expenses.
- Monitor and control costs related to production activities.

4. Safety and Hygiene:

- Uphold high standards of safety and hygiene in the production area.
- Implement and enforce safety protocols for all production processes.

5. VVIP/VIP Services Coordination:

- Coordinate meal preparation for VVIP and VIP.

6. Charter Flight Services Coordination:

- Coordinate catering services for charter flights.
- Collaborate with relevant teams to meet the specific requirements of charter flights.

7. Tashi Air (B3) Invoice Preparation:

- Monthly preparation of invoices for catering services provided to Tashi Air (B3).
- Ensure accuracy and completeness of invoice details.

Note: This document serves as a guide for the Associate Catering Officer (Production) and is subject to updates and modifications as deemed necessary by the Manager Catering and Duty Free or relevant authorities. The Associate Catering Officer is expected to perform duties beyond the outlined responsibilities when required for the efficient functioning of the catering and duty-free department.