Hospitality Supervisor
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Full Time/CCF SOMALILAND
Hargeisa, Somaliland, Africa

CHEETAH CONSERVATION FUND (CCF) is the oldest and longest running program dedicated to cheetah research, education, and conservation. Our CCF Somaliland project is growing, and we are actively seeking adventurous people with a great dedication to and a passion for wildlife to join our staff.

Main Duties:
- Initial setup of staff kitchen in Geed Deeble.
- Train a local lady in all areas of the position.
- Cooking and serving lunch and dinner. Ensuring the kitchen is cleaned to a high standard at the end of the day.
- Working with management to ensure the food budget is adhered to.
- Stock control: ordering of stores in a timely manner in a way to ensure stock is always on hand (living remotely, need to plan ahead)
- Maintaining accurate stock control of staff housing supplies (ie pillows, blankets etc)
- Maintaining an accurate hand written record of all provisions purchased and utilised of food and cleaning materials.
- Training and mentoring of local staff in all areas of your job, including cleaning of staff houses, common areas, clinics etc.
- Organising and ensuring a monthly roster for extra cleaning jobs is carried out (ie windows)
- Bi-weekly and monthly hygiene inspection of staff rooms/bathrooms and reporting to management.
- Organising and supervising the cleanliness of the staff compound area.
- Supervise general inventory of tools, wire cutters etc. Ie tool shed.
- Other duties as assigned by the Managers

Requirements:
- Willing to relocate to Hargeisa, Somaliland
- -2+ years hospitality experience
- Ability to follow protocols and policy and help review and develop new materials with the Management team
- Calm demeanor, with good communications skills and able to work and live effectively with a team of co-workers
- High level of responsibility and personal drive
- vaccination against COVID-19/tetanus/rabies prior to arrival in Hargeisa.

Preferred Qualifications:
- Experience with Microsoft Excel