



## Job Overview

Position Title: **Food & Beverage Steward**

Reports To: **Food & Beverage Supervisor**

**Namratha Management Services Pvt Ltd.** is a Hospitality and Facility Management Organization engaged in providing Hospitality and Facility services to iLabs affiliated companies and facilities. We also own and operate a Boutique Resort “**Mango Resort**” in Sri City, Tada - Andhra Pradesh.

### **Steward Duties and Responsibilities:**

- ❖ Setting tables and cleaning the same after every guests.
- ❖ Understand the food and beverages timings of the directors & family members and ensure the food should be served accordingly.
- ❖ Responsible for maintaining cleanliness, sanitation at the assigned work area.
- ❖ Provide the highest and most efficient level of hospitality to the guests.
- ❖ Travel with employers to their vacation homes / farmhouses for service requirements.
- ❖ Wise enough at dealing with people; high profile Principals, their family and guests, crew, and other stakeholders.
- ❖ Make a note of food specifications of directors & family members.
- ❖ Responsible to maintain inventory (Beverages / Cookies) and prepare a track of daily consumables.
- ❖ Willing and able to adapt to constantly changing situations.
- ❖ Ensures that all products are always stored properly in the correct location at the appropriate levels.
- ❖ Need to be flexible and willing to help other departments at busy times as and when required.
- ❖ Putting table clothes, table runners, and placing any other decorative items.
- ❖ Serving guests water and other refreshments.
- ❖ Assisting the Waiters in collecting food from the serving station.
- ❖ Helping with the unloading of kitchen stock and ingredients.
- ❖ Coordinating with the Housekeeper and ensuring cleaning of dirty linen.
- ❖ Cleaning and washing dirty dishware and utensils.



### Skills Needed:

- ❖ **Time Management:** Managing one's own time and the time of others.
- ❖ **Service Orientation:** Actively looking for ways to help people.
- ❖ **Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ❖ **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ❖ **Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- ❖ **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ❖ **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ❖ **Establishing and Maintaining Interpersonal Relationships:** Developing cooperative working relationships with others and maintaining them over time.

### Requirements

- ❖ High school diploma or equivalent.
- ❖ 2-3 years of work experience as a Steward, Waiter, Restaurant Server or a similar job role in the Hospitality industry.
- ❖ Complete knowledge of the industry and hygiene standards and safety regulations.
- ❖ Excellent communication, interpersonal skills, Strong presentation, and multitasking skills.
- ❖ Willing to work at flexible hours and on weekends and ability to work independently and collaboratively.
- ❖ Highly motivated and detail-oriented individual.

### Benefits

- ❖ Selected candidates will work with our Resort or offices.
- ❖ In keeping with The Namratha Group's philosophy of training and developing its people, candidates will be trained by the best professionals in the Hospitality Industry
- ❖ Candidates will receive competitive compensation and benefits.
- ❖ Candidates will enjoy subsidized meals, transportation to and from work, accommodation is provided wherever it is necessary.



## Career Path

- ❖ We believe in empowering and enabling our employees to grow. Growth opportunities are always provided to our employees.
- ❖ Join as an Assistant and Grow
- ❖ Selected candidates are offered jobs as Operations Assistants in our Resort. Employees can grow within the Company.
- ❖ The Namratha Group encourages internal growth and therefore supervisors are promoted from within the company under the 'Supervisory Development Programmed'. Employees become eligible for Supervisory roles with 18 - 24 months of experience and based on performance.
- ❖ The company has a robust training programmed comprising structured hotel operations training to enhance technical knowledge and skills and behavioral training programs to enhance interpersonal skills.
- ❖ **Executive Development Program**  
High potential supervisors can grow as an Executive with the Company through the Executive Development Program (EDP). Employees become eligible to apply after they have completed 18 - 24 months as a supervisor and based on performance.