

## **Catering Supervisor – Hallab 1881**

*Hallab 1881 is a pioneer in the world of Lebanese sweets since 1881, with 142 years of experience and 18 branches*

Location: Tripoli, Lebanon

Major: degree in Tourism and Hotel Management, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Supervise daily catering operations, ensuring efficiency and high service standards
- Coordinate food preparation, presentation, and service for events
- Maintain compliance with food safety and hygiene regulations
- Lead and train catering staff to ensure smooth operations
- Assign tasks, monitor performance, and provide guidance
- Ensure staff follows health, safety, and company policies
- Communicate with clients to understand their catering needs and preferences
- Assist in planning menus and event logistics
- Address customer inquiries and resolve any issues during events
- Monitor food stock and supplies, ensuring proper inventory control
- Work within budget constraints to manage costs and minimize waste
- Coordinate with vendors and suppliers for timely deliveries
- Ensure food quality, portion control, and presentation meet company standards
- Enforce hygiene and sanitation guidelines in line with local food safety regulations
- Conduct regular inspections to maintain cleanliness and food safety

Additional Requirements:

- Strong leadership, communication, and organizational skills
- Knowledge of food safety and hygiene regulations
- Ability to work under pressure and manage multiple tasks
- Customer service-oriented with attention to detail

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802