

## **Coordinator and Catering Team Leader- Hallab**

*Al Hallab 1881 is a Lebanese sweet shop with a long history and a wide range of products*

Major: degree in Tourism and Hospitality Management, Business Administration, Marketing, or any related field

### **1- Female Coordinator:**

Experience: fresh graduates are accepted

### **2- Catering Team leader:**

Experience: 2–3 years of experience in food service, hospitality, or cafeteria operations

#### Major Responsibilities:

- Supervise, train, and support cafeteria staff to ensure high performance and team collaboration.
- Oversee daily operations, including food preparation, service, inventory control, and sanitation.
- Ensure adherence to food safety and hygiene standards in compliance with local regulations.
- Turn on all necessary equipment at the beginning of the day, including the bain-marie and hot beverages machine.
- Receive and inspect daily deliveries of goods, ensuring quality and accurate quantities.
- Anticipate operational needs with a proactive and solution-oriented attitude.
- Maintain accurate records of health inspections, temperature logs, and staff performance.
- Close the cashier and submit a detailed end-of-day report, including sales, stock, and any relevant notes.
- Collaborate with management on menu planning, supply needs, and staff scheduling.
- Participate in daily tasks as needed, including food prep, service, and cleanliness oversight.

#### Additional Requirements:

- Proven experience in a supervisory or leadership role within a food service setting.
- Work involves standing for extended periods, handling food and supplies, and exposure to hot surfaces and cleaning agents.
- Multilingual communication skills, French language is necessary.

#### 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