

SOUS CHEF

Hilton Garden Inn

Job Summary

Hilton Garden Inn Tbilisi, opening early 2020, is announcing vacancy of **Sous Chef** in Tbilisi, Georgia.

A **Sous Chef** will work closely with the Executive Chef to manage all aspects of the kitchen to deliver an excellent Guest and Member experience while managing food provisions, assisting with guest queries, and controlling costs.

Duties & Key Responsibilities

- Assist the Head Chef to hire, train, supervise, schedule and participate in activities of chefs, cooks, and other personnel involved in preparing, cooking and presenting food in accordance with productivity standards, cost controls, and forecasts needs;
- Assist the Head Chef to listen actively and communicates clearly while interacting with customers to promote food products and directing staff activities;
- Analyze feedback from clients and team members, make judgments and take action to implement suggestions for improvement;
- Maintain working rapport with all hotel staff for efficient operation and service to the customer;
- Organize and conduct meetings with the culinary team;
- Monitor team performance, product quality and production flow, foster continuous improvement where necessary;
- Assist the Head Chef to create and implement new menus and individual menu items for all outlets based on current food trends and regional tastes;
- Invent menu selections for special banquet themes and parties in accordance with client budgetary guides and expectations;
- Confer with the F&B Manager regarding any new selections and changes;
- Assist the Head Chef to Audit food storeroom items and direct items to maintain consistent quality products that ensure adherence to all health code requirements;
- Enforce safety procedures and cleanliness standards throughout kitchen(s) including walk-in and reach-in boxes;
- Ensure to achieve different departmental targets, such as: GTMS, SALT targets and etc.;
- Conduct mid-year and end-year performance review meetings with subordinate team;
- Assist Head Chef in estimating annual food budget;
- Dine at local restaurants to observe the latest trends in food presentation/pricing;
- Monitor outlets during peak periods to oversee production flow and presentation;
- Maintain vacation schedule for proper staffing;
- Report any equipment in need of repair or replacement to Property Operations;
- Perform other duties as requested, such as VIP parties and staff meetings;

Requirements:

- Culinary school Education required;
- Minimum 1 years of Culinary schooling;
- Minimum 3 years' prior experience as a Sous Chef in Hotel industry;
- Knowledge of most international and domestic dishes;

- Proficiency in English;
- Proficiency in MS Office;
- Considerable knowledge of mathematics (addition/subtraction/multiplication/division) to create and interpret reports, budgets, and forecasts;
- Extensive knowledge of menu development, insight into marketing, cost and wage control on;
- Extensive knowledge of food products, standard recipes, and proper preparation;
- Ability to analyse, forecast, and make judgments to ensure proper payroll and production control;
- Ability to safely operate complex food preparation machinery;
- Ability to supervise a large staff and accomplish goals on a timely basis;
- Ability to effectively deal with external and internal customers, some of whom will require high levels of patience, tact, and diplomacy. Ability to collect accurate information from these customers to resolve conflicts;
- Effective time management;
- Attentive to details;

COMMIS CHEF

Hilton Garden Inn

Job Summary

Hilton Garden Inn Tbilisi, opening early 2020, is announcing vacancy of **Commis Chef** in Tbilisi, Georgia.

A **Commis Chef** is responsible for preparing and presenting high quality dishes to deliver an excellent Guest and Member experience while consistently contributing to departmental targets.

Duties & Key Responsibilities

- Prepare and present high quality dishes within company guidelines;
- Keep all working areas clean and tidy and ensure no cross contamination;
- Prepare all mis-en-place for all relevant menus;
- Assist other departments wherever necessary and maintain good working relationships;
- Report maintenance, hygiene and hazard issues;
- Comply with hotel security, fire regulations and all health and safety and food safety legislation;
- Awareness departmental targets and strive to achieve them as part of the team;
- Be environmentally aware;
- Participate in GTM survey and take part in process of achieving Hotel's GTMS, SALT targets;

Requirements:

- Minimum 3 years working experience on Commis Chef position in the Hotel Industry;
- Basic knowledge of food preparation, cooking and plating;
- Ability to read, write and speak the English language;
- Computer literacy (MS Office) and etc.;
- Basic mathematical skills;
- Ability to perform several duties simultaneously;

- Effective time management;
- Attentive to details;
- Effective communication skills;
- Ability to work in a stressful environment;

STEWARDED SUPERVISOR

Hilton Garden Inn

Job Summary

Hilton Garden Inn Tbilisi, opening early 2020, is announcing vacancy of **Stewarding Supervisor** in Tbilisi, Georgia.

A **Stewarding Supervisor** is responsible for supervising the Stewards to deliver an excellent Guest and Member experience while supporting the overall operations. A Supervisor Stewarding will also be required to coordinate other responsibilities, make certain Back of House areas are maintained, and ensure that health and safety are top priorities.

Duties & Key Responsibilities

- Supervise the Stewards ensuring high standards;
- Support the Team Members in training and development;
- Ensure all equipment is clean and in good working order;
- Check all chemical levels and inventory;
- Ensure the kitchen is clean, well maintained and organised at all times;
- Assist the Cooks and Servers as and when necessary;
- Cleans large equipment as assigned, following established procedures;
- Knowledge and proficiency to operate industrial dish washers;
- Ensure all equipment is clean and in good working order;
- Leans and sanitizes dishes and related service ware following established procedures;
- Cleans large equipment as assigned, following established procedures;
- Coordinate the daily pot-wash and dish wash responsibilities;
- Observe Health, Hygiene and Safety guidelines when handling hazardous substances and comply with all aspects of Health and Safety requirements;
- Report faults, misused or damaged equipment issues to the Managers, Head Chef;
- Ensure machinery is operated properly, efficiently, safely and in accordance with the hotel's Health and Safety Manual;
- Assist in the location, movement and storage of operational equipment;
- Assist in the stock take of equipment and other items as required;
- Ensure team members adhere to all Health and Safety and Hygiene Regulations;
- Carry out any other reasonable task set by the Hotel's Management;

Requirements:

- Previous experience in a similar role;
- Knowledge of English;
- Flexibility to respond to a range of various work situations;
- Ability to perform several duties simultaneously;
- Effective time management;
- Attentive to details;
- Effective communication skills;
- Ability to work in a stressful environment;

STEWARD

Hilton Garden Inn

Job Summary

Hilton Garden Inn Tbilisi, opening early 2020, is announcing vacancy of **Steward** in Tbilisi, Georgia.

A **Steward** carries out general cleaning duties and the operation of pot-washing and dishware machineries to deliver an excellent Guest and Member experience while ensuring all back of house areas are kept clean and safety guidelines are observed.

Duties & Key Responsibilities

- Clean and keep tidy the restaurant(s), kitchen(s) and all food outlets within the hotel;
- Ensure hygiene and health and safety standards are met at all times;
- Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards;
- Carry out general cleaning as directed to include sweeping, mopping up, washing up, and emptying of rubbish bins and boxes ensuring placement in the correct containers;
- Ensuring that all kitchen and back of house areas are kept clean and all equipment within the kitchen area is cleaned in accordance with the cleaning schedule;
- Observe Health, Hygiene and Safety guidelines when handling hazardous substances and comply with all aspects of Health and Safety requirements;
- Report any maintenance and, or, hazard issues to the supervisor on duty;
- Carry out any other reasonable task set by the Hotel's Management;

Requirements:

- Previous experience in a similar role;
- Ability to perform several duties simultaneously;
- Effective time management;
- Attentive to details;

We are searching for passionate, motivated and friendly team members who are willing to get international experience and develop themselves in Hospitality industry.

What will it be like to work for Hilton?

Hilton is the leading global hospitality company, spanning the lodging sector from luxurious full-service hotels and resorts to extended-stay suites and mid-priced hotels. For nearly a century, Hilton has offered business and leisure travelers the finest in accommodations, service, amenities and value. Hilton is dedicated to continuing its tradition of providing exceptional guest experiences across its global brands. Our vision "to fill the earth with the light and warmth of hospitality" unites us as a team to create remarkable hospitality experiences around the world every day. And, our amazing Team Members are at the heart of it all!

How to apply?

In case of interest, please see the detailed requirements and information about each vacancy by visiting our official career web-site: <http://jobs.hilton.com> where you can find all open positions and requirements for **Hilton Garden Inn** and apply on-line or you can send the CV directly on the following email: Careers.TBSGI@hilton.com. Please indicate the name of the position you are applying for, otherwise your CV will not be considered.