

## Announcement

1. *Assistant Restaurant Manager 01 position*
2. *Head Chef* *2 positions*
3. *Cooking Teacher* *7 positions*
4. *Service Teacher* *4 positions*
5. *Driver/Service teacher* *1 position*

Mith Samlanh is a Cambodian led non-government organization committed to work with Cambodian street children, their families and communities.

Every day, Mith Samlanh provides vocational training, education, counseling, food, shelter, medical services and various outreach programs to 1800 street children and youths in Phnom Penh.

We are currently seeking for qualified Cambodian national to fulfill the following positions:

### **Main responsibilities:**

#### **1- Assistant Restaurant Manager**

- To assist the restaurant manager to ensure quality, consistency and timeliness of all food and beverages
- To assist the restaurant manager in monitoring catering orders; ensuring on-time preparation and delivery
- To assist the restaurant manager in writing monthly, quarterly and annual reports
- To assist the restaurant manager in supervising, training, evaluating and supporting restaurant staff (dining room, kitchen, catering); teaching students
- interviewing candidates for the cooking, service and cashier positions in his/ her absence
- Meet tour groups and explain Mith Samlanh's mission and its operations, including the restaurant to them.

#### **2- Head Chef**

- Ensure quality, consistency and timeliness of all food and beverages
- Manage every aspects of a kitchen: purchases, food storage, cooking, cleaning according to hygiene international standards
- Manage and train the kitchen team and ensure the safety of the working environment
- Design menus and specials each time necessary and train the team
- Responsible for food and beverage costing

#### **3- Cooking Teacher**

- Ensure all students follow proper rules of dress, hygiene, and code of conduct in kitchen
- Ensure quality, consistency and timeliness of all food and beverages
- Monitor, request, receive, and properly store food supplies
- Ensure cleanliness of kitchen, food, tools and wares
- Ensure safety of students
- Update menu and specials as required with students
- Food costing of all food and drinks on menus
- Identify and requisition of food supplies and materials/equipment to keep kitchen properly stocked
- Supervise and train all cooking students
- Represent the MS restaurant business professionally when working with other businesses and organizations
- Meet tour groups and costumers and explains MS mission and its operations, including the kitchen team to them

#### **4- Service Teacher**

- Ensure dining room is clean and properly set; ensure all students are present, properly dressed, and groomed; ensure all students are properly trained to greet and seat guests, to take orders and submit them to the kitchen, to deliver food and beverages to guests, to deliver the bill and to take payment and return change/credit cards and receipts
- Catering Operations
- Monitor catering orders; ensure on-time preparation and delivery
- Occasionally substitute as restaurant cashier

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- Supervise and train all restaurant students
- represent the MS restaurant business professionally when working with other businesses or organizations
- Meet tour groups and explain Mith Samlanh's mission and its operations, including the restaurant to them.

### Job requirements:

#### 1- Assistant Restaurant Manager

- Bachelor degree in tourist is a plus
- At least 3 years experience working in a busy restaurant kitchen;
- Knowledge of Cambodian, Asian and International Cuisine;
- Able to work under pressure;
- Must be able to work as team, hard-working and flexible hours and weekend.
- Creative and open to learn new things;
- Able to have excellent communication with staff and students;
- Good level of English spoken and written.

#### 2- Head Chef

- Bachelor degree in tourist is a plus
- At least 4 years experience working in a busy restaurant kitchen;
- Knowledge of Cambodian, Asian and International Cuisine;
- Able to work under pressure;
- Must be able to work as team, hard-working and flexible hours and weekend.
- Creative and open to learn new things;
- Able to have excellent communication with staff and students;
- Basic English knowledge

#### 3- Cooking Teacher

- Bachelor degree in tourist is a plus
- At least 3 years experience in managing a restaurant kitchen
- Very good knowledge of Cambodian and international cuisine
- Must have excellent communication and management skills
- Able to work split shifts, evenings and weekends
- Excellent cooking skills and good teaching skills
- Basic English spoken required

#### 4- Service Teacher

- Ensure a smooth, efficient and friendly service to restaurant customers
- Must have at least 2 years experience working in a busy restaurant
- Knowledge of serving Cambodian, Asian and International Cuisine
- Able to work under pressure
- Must be able to work as team, hard-working and flexible hours and weekend.
- Creative and open to learn new things
- Good communication with staff and students
- Good Spoken and Written English knowledge
- Basic accounting knowledge
- Must have a happy and outgoing personality

#### 5- Driver/Service teacher

- At least 01 year experience working driver
- Must be able to work within a team.
- Must be well behaved, honest and trustworthy.
- Good customer service
- Know various locations in Phnom Penh

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- Delivering home order in Phnom Penh
- Hold a valid driving license
- Good spoken and written Khmer and English is a plus.

Interested candidates are requested to submit cover letter, CV to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Doun Penh, Phnom Penh City ( north of the national musuem) E-mail: [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org) with the caption subject of positions.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit. ***Women are encouraged to apply.***

**The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.**

**Applications must be submitted before 14 January 2012 and will not be returned.  
Early applicants have priority**

Only short-listed candidates will be contacted for interview.

***Website: [mithsamlanh.org](http://mithsamlanh.org)***