



# INTERNATIONAL INSTITUTE OF CULINARY ARTS, NEW DELHI

*Creating Excellence in Hospitality*

## **JOB DESCRIPTION**

Job Title : Faculty Bakery & Patisserie

Reporting to : Executive Chef

Synergy : MD & COO

### **PRIMARY FOCUS OF THE JOB**

- To work in close association with senior culinary faculty in conducting practical and theory classes.
- To be responsible for imparting Theory & practical training to students under the Two year Chef Development & Hobby Chef program etc. and to ensure their successful performance in subsequent examinations held by City & Guilds
- Support marketing and students Intake initiatives at the Institute.
- Participate in the execution of assignments undertaken through DATTA HMSS

### **JOB RESPONSIBILITIES**

#### **IICA**

- To liaise with Executive Chef for operating IICA Programs and provide necessary technical support in day-to-day working.
- To ensure the overall maintenance and upkeep of the Institute premises and Lab Kitchens.
- To ensure that training is cost effective and is current in skills to meet the real needs of the industry.
- To review and analyse monthly/ quarterly results of the Institute & individual students, highlight problem areas and take appropriate action to rectify poor performance.
- To co-ordinate the industrial training of students at reputed organizations as per the course curriculum and chart the progress of students continuously.
- To participate in Education Fairs and conduct presentations where required to create awareness of the Institute leading to enhanced Student intake.
- To ensure effective stock and inventory control systems as per institute guidelines.

#### **DATTA HMSS**

- Use personal knowledge and skills in promoting the business of Datta HMSS & Associate Companies.
- To share all knowledge and data available gained over years in the pursuit of the objectives of Datta HMSS.
- To share all personal support documents e.g. – books, printed materials etc. in developing data bank of Datta HMSS.
- Recommend and implement innovative ideas/ initiatives in the growth and development of Datta HMSS.
- Ensure complete confidentiality of the information and data available at the Institute and DHMSS operations.
- Additional duties as and when required and specified by the Chairman from time to time and will vary as the Institute's needs change.