

	NEWREST
	JOB DESCRIPTION CAMP BOSS

Job title	<i>Camp Boss</i>
Place of work	Assigned site/ camp
Reports to	Operations Manager
Scope and general purpose	To manage staff and maintain quality operation of catering & services on site
Responsible for	Catering staff on crew
Liaises with	- Clients - Heads of Departments - Office Staff and Support Service Staff - Suppliers
Authority	- To allocate duties and tasks to subordinate catering personal on site/ camp. - To issue provisions and house keeping material to staff for smooth running of contract. - To interact with client's personnel and sort out issues of a monitor nature pertaining to the contract as long as they are as per company norms - To recommend staff for promotion, transfer, suspension and termination according to performance. - Sanction advance to catering personnel as per company policy.
Main Duties	- To plan menus - To indent for provisions and ensure proper storage and optimum usage. - To ensure a high standard of hygiene. - To maintain costs as per norms. - To be responsible for work allocation on his site/camp. - To ensure all levels, crew rooms, public areas, toilets and offices are neat and clean. - To ensure that laundry services are of a high standard. - To be responsible for implementing company discipline and grievance procedure. - To develop and train Omani staff for promotion to a higher post, minimum of 2 staff in a one-year period. - To observe all safety rules and procedures. - To effectively supervise staff to ensure all HSE rules & procedures are followed and hazards/ near miss and accidents are properly reported. - To raise HSE/Hazard awareness by actively participating in all HSE meetings. - To attend and acquire certification in Intermediate HACCP, Intermediate Food Hygiene and apply this in the operations on site.

	NEWREST	
	JOB DESCRIPTION CAMP BOSS	
		• To follow Newrest HSE plan and achieve HSE targets set in yearly HSE Plan. • To be proficient in basic fire fighting, and first aid. • To ensure that all materials and equipment are not left in a dangerous state.
Irregular duties		• To attend to all internal and external customer complaints and achieve satisfactory closure • To take the necessary action in the event of a crisis associated with employee safety, food contamination, commodity non-conformance, and environmental contamination. • To attend meetings and training courses as required. • Included in these duties, you are required to perform any other reasonable tasks required by your manager.
Additional duties		Any other assignments given occasionally or daily by immediate superior or the management.
Educational Qualification		Certificate; BSc/BA in relevant field Proficiency in Microsoft Office and other relevant software
Professional Experience		5+ years of experience in a similar role, preferably in a camp or hospitality setting (remote)

Please email your application to Recruitment.guyana@newrest.eu by the deadline.