

# ROSETTA BY FERNS

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JOB DESCRIPTION  
&  
SPECIFICATION  
FOR  
HYGIENE MANAGER

ROSETTA

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by Ferns

## VISION

To become India's most admired, trusted, and profitable luxury timeshare, real estate and hospitality company



## MISSION

We strive to create a credible Luxury Boutique lifestyle brand that delights guests every single time. We shall Leverage our immense knowledge and experience of creating premium gated communities and spaces to consistently deliver experiences that enthrall.



## CORE PRINCIPLES

- We believe that leisure is about experiences, not just opulence.
- We believe in crafting experiences from meticulously designed micro-touchpoints.
- We are relentless in our pursuit of learning.
- We will continue to make ourselves increasingly adaptable to cater to the tastes of the new-age Indian.
- We settle for nothing less than excellence and we have the honesty to admit our mistakes and the courage to change.
- We value our employees, partners and communities.
- We are dedicated to fair treatment and equal opportunity for all.

## JOB DESCRIPTION

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TITLE	:	Hygiene Manager
DEPARTMENT	:	Admin
REPORTS TO	:	Resident Manager

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### General Responsibilities:

- Responsible for managing the resort's hygiene, sanitation and food safety operations, including developing qualified departmental trainers for each kitchen section, stores, purchase and receiving departments.
- Ensure that all food & beverage employees have an adequate knowledge of food safety.
- Follows immaculate grooming standards and is the custodian of the resort's grooming policy.
- Should be well versed in the departmental BRISOP (*Brand Rosetta Integrated Standard Operating Protocols*).

### Specific Responsibilities:

- Propose and maintain minimum standards in all work areas, stores, receiving and disposal areas to adhere at all times to required hygiene standards.
- Responsible for effective and efficient maintenance of records related to the resort's sanitation and hygiene efforts/program
- Continually liaises with external agencies (laboratory, government bureau, health practitioners, etc.) on sanitary matters.
- Spot check on receiving area for food hygiene and vendor product quality to ensure the resort's criteria is met.
- Organize monthly food safety meetings and training, distributes and keeps accurate records of the same.
- Follow up with all related teams that trainings are understood and actions implemented.
- Develop food safety committee for the resort to ensure all actions are communicated towards the operations.
- Create a monthly report of the operational hygiene gaps and develop a plan of action ensuring compliance.
- Develop on the job and class room trainings for all culinary, service and stewarding staff and ensures that each food handler goes through the statutory training.
- Ensure daily routine checks are done in liaison with the Stewarding manager in all food & beverage areas.
- Ensure daily checks of freezers and fridges in the kitchen and bar areas.
- To ensure that all data is recorded properly by the respecting kitchen staff and filed correctly for future reference.
- Check on a daily basis pastry counters, buffets and displays for the restaurants and banquets.
- Attend any visit of the governmental body in terms of food hygiene and encourage a positive working relation.
- Contribute sourcing new suppliers and ensure all suppliers are visited regularly to evaluate their production in terms of hygiene.

- Inspects the deliveries of food and beverage for potential risks and informs the suppliers accordingly
- Is involved actively in monitoring the overall safety measures at the hotel, conducts self-audits and provide recommendation for compliance
- Maintains the following records:
  - ✓ Laboratory test results
  - ✓ Daily chlorine tests for pool and tap water.
  - ✓ Monthly hygiene meeting minutes
  - ✓ Food handlers Immunization records
  - ✓ Custodian of the hygiene manual for the resort
  - ✓ Communication correspondence on hygiene matters
  - ✓ Maintains the medical records of guests/ employees potentially related to contamination.
- Develop a pest control programme with the Stewarding department to ensure prevention.
- Responsible for creating the incident report for any food poisoning incident in the resort.
- Familiar with current culinary trends and methods
- Comprehensive knowledge of kitchen hygiene practices and occupational health and safety standards certifications
- Is knowledgeable about the HACCP (Hazard Analysis and Critical Control Point) - ISO 22000 (Food Safety Management System)/ Quality Management System ISO 9001
- Additional responsibilities and tasks can be added at any time according to the needs of the business and of the hotel.

## JOB SPECIFICATION

<u>Knowledge &amp; Skills</u>	<u>Disposition /Personality</u>
Strong communication and organizational skills	Determined and enthusiastic
MS Office proficient	Process driven and results oriented
Self-starter	Quick Learner and self-motivated
Capable of handling multi-faceted projects and of working under pressure	Possesses excellent attention to detail
Extremely organized with strong administrative and communication skills	Able to work independently, takes ownership and initiative
Strong leadership skills and ability to build rapport with employees, and mentor them	Excellent active listening and presentation skills

We expect all our associates to work in harmony and cohesion with other departments as well as colleagues from other group companies.

The organization shall reserve the right to depute your services between departments and between group companies. The Human Resource's team shall at all points be sensitive towards your aspirations and endeavor to manage your skills and aptitude in accordance to them.