

Advertisement of Guest House Manager

Name of the post: Guest house manager

Mode of selection: Walk-in interview at 11 am on Tuesday, August 6, 2019 to be held at IISER TVM campus, Maruthamala PO, Vithura, Thiruvananthapuram 695551

Qualifications: Candidate must have an undergraduate degree in any subject. They should have at least 15 years experience in hospitality and related services (required experience can be relaxed to 10 years if the candidate has a degree in hospitality management or hotel management). Experience in catering and/or managing and running restaurants for reputed a restaurant chain is highly desirable. Additional experience in interfacing with public and guests, organizing and publicizing events etc. would be considered a plus point. Also desirable is entrepreneurial experience of owning and running establishments in the restaurant and/or hospitality sector.

Age: Preferably below 65 years

Documents to be furnished: Candidates should bring ID proof, degree certificate and proof(s) of experience along with two passport size photographs and a brief resume when coming for the walk in interview.

Scope of work: The selected applicant is expected to organize the functioning of the newly built guest house at IISER TVM. The guest house manager will be responsible for organizing necessary contracts/tenders and other mandatory procedures to put in place the required manpower and agencies for providing dining and boarding at the guest house at a level and standard commensurate with the stature of the institute. In the initial phase the manager will be assisting the institute in procuring and setting up the necessary furniture and other infrastructure in the guest house rooms, lobby, reception as well as in the guest house kitchen. The manager is expected to supervise day to day procurement of raw materials for food preparation, cleaning, maintenance of accounts etc. The scope of work mentioned here is not exhaustive and the selected candidate may also be entrusted with other duties related to improvement and augmentation of the guest house infrastructure and services as may be required from time to time. She/he may also have duties related to the organization of special events, conferences, etc.

Remuneration: Monthly, consolidated salary of up to Rs 50,000/- based on experience and recommendation of the selection committee. The selected candidate will also be provided with a place to stay in the guest house itself at a nominal charge. The initial period of appointment would be six months, which is extendable for 1.5 years or more based on satisfactory performance and mutual agreement.