

Terms of Reference

Job Title	Guest House In-charge cum Cook
Reports to	Chief Liaison Unit
Function	Managing the respective Guest House
Location	KHPL

Purpose of job
Responsible to ensure that everything around the guest house runs efficiently and To prepare high-quality meals, maintaining hygiene, and ensuring efficient kitchen operations.

Duties, Responsibilities and Accountabilities (DRA)
<ol style="list-style-type: none"> 1. The main job responsibility for a Guest House Manager is to supervise support staff, such as cooks and housekeepers, and direct their daily duties. 2. The Guesthouse In-charge is responsible for keeping track of lodging inventory and cleanliness. 3. Additional professional duties include maintaining records of incoming and outgoing guests, double-checking guest house maintenance work, and attending to guests' personal requests. 4. Ensure that every member of staff completes their duties perfectly and punctually every day. 5. Prepare and cook meals according to the menu and ensure meals are served in a timely and presentable manner. 6. Follow food safety regulations and kitchen safety procedures and dispose of waste properly and follow environmental guidelines. 7. Will have to work long hours and attend the important guest of KHPL 8. Timely settlement of Bills. 9. Any other task assigned by the management of KHPL from time to time.

Functional Dimensions Contextual Information	
Staff	Support staff in Guest House.
Qualification, Knowledge, Abilities and Experience	<ul style="list-style-type: none"> • Minimum class VI passed. • Minimum five years of experience in managing Guesthouse • Strong communication skills and experience in Guest House management will be an added advantage.
Internal/External Roles	<ul style="list-style-type: none"> • Maintain good working relation with the co-workers and provide good service to the guest.