

Job Description

Job Title:	Camp Boss
Report to:	WS Rig Superintendent

Duties:

- Providing timely, high quality food
- Monthly, weekly and daily report to line manager
- Food and material reorder request submitted to line manager for approval prior to ordering
- Inspection and quality control of all food and material supplies
- Supervision of all catering personnel to ensure high standards of quality and hygiene Maintain proper food portioning dishes
- Supervision of dining room
- Maintain adequate food supply as per POB
- Ensure that all procedures and cost control policies are followed
- Ensure adequate stock levels of food and equipment as per POB
- Control employee Rota at adequate manning levels in accordance with budget
- Maintain high standards of hygiene in all storage areas, food preparation areas, dining room and accommodation areas
- Supervision of all accommodation personnel to ensure high standards of cleaning and hygiene.
- Report all maintenance, safety and security issues to line manager- this could be a separate line and covered in HSE

- Ensure accurate cleaning records are maintain
- Ensure all food is stored, prepared and served as per international food safety standards
- Ensure all catering and accommodation staff are trained and competent in their duties
- Hand over standard to be followed as set procedure and reported to line manager
- Good written and verbal communication skills (Official language is English)

HSE:

- Perform duties in accordance with the Company HSE rules
- Ensures a high standard of house-keeping on site

Required Qualifications & Experience:

- Minimum 3 years' experience in relevant field
- Good Communication skill in English and local language
- Ability to communicate with co-workers for proper understanding

Other Requirement:

- Flexibility in working schedule and must be available to work on off-shift hours depends on the requirement
- First Aid course
- Food Hygiene course
- Health and safety course

Key Attributes:

- Ability to take charge and responsibility
- Practicality, creativity and finding solution
- Make positive contribution to day to day working
- Must be honor all coworker (his/her) on site
- Good communication, interpersonal relation and team work ability