External Vacancy Announcement

Email: jobs@tubmanu.edu.lr

Tubman University Office of Human Resources
Harper, Maryland County
Republic of Liberia

William V.S. Tubman University (TU) is Liberia’s second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University’s teaching, learning, research and community service mission, TU is seeking qualified candidate for the position of:

Position: Cafeteria Manager
Duty Station: Harper, Maryland County
Minimum Qualification: High School Diploma
Commencement of Employment Period: November 15, 2015
Closing Date for the Submission of Application: Open Until Fill
Salary and Benefits: Commensurable Salary, Optional Medical Insurance, Group Transportation
Reports To: Executive Director, Auxiliary Enterprise System;
Position Requirements:

The successful candidate must have at least a High School Diploma, and must have two (2) years working experience.
Position Description:

Responsibilities include but are not limited to the following:

- Supervise all employee of the cafeteria to ensure timeliness to work, cleanliness in dress code and food preparation;
- Put in place a mechanism in which all staff of the cafeteria will receive regular training at time intervals;
- Ensure that customer satisfaction remains the hallmark of the cafeteria;
- Ensure accountability and transparency in all the cafeteria undertaking;
• Ensure that meals are healthily prepared and are always available in accordance with schedule;
• Provide variety of meals of different kinds to customers of the cafeteria;
• Be available to answer any inquiries from customers regarding all the cafeteria events, local attractions, and provide exceptional customer service to all customers;
• Perform all such duties as are routinely required by your supervisor.

The ideal candidate must submit the following materials:

1. A letter addressing key areas of the position and how the candidate’s experience and expertise would benefit the University
2. CV
3. Copy of diploma
4. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: job@tubmanu.edu.lr;

Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County