

## STORE KEEPER QUESTIONNAIRE

SW/HRD/QSK/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Reporting to Senior Steward, Working closely with the food and beverage supervisor, Head Chef, Pastry Chef and front office supervisor. You should be able to maintain stocks accordingly, for efficient provisioning and purchasing of estimate food and beverage costs to minimize waste.					
2.	Monitor food storage, ensuring that the facility remains in compliance with safety regulation and health codes.					
3.	Ensures the store is kept to required standard of cleanliness and maintenance. Comply with all health and safety regulations.					
4.	Maintain log book on daily basis. Schedule staff for work also should maintain employee records.					
5.	To ensure impeccable order and hygiene control in areas, labeling and especially in cold rooms and refrigerators.					
6.	To inform daily Senior Steward of the orders needed to be placed.					
7.	Control of incoming and outgoing of all items and to centralize and record all internal transfers					
8.	Make periodical stock-check of equipment, dry and perishable items submit the report to Senior Steward					
9.	Can perform other duties as assigned by management.					

Remarks:

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