

CAMP BOSS and CATERING SUPERVISOR QUESTIONNAIRE

SW/HRD/QCB/001.1 Issued on 15/01/2020	Date:
Name:	Reference Number:
<input type="checkbox"/> Have Qatari Driving License?	

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Establish and maintain staff records	<input type="radio"/>				
2.	Have some medical knowledge	<input type="radio"/>				
3.	Knowledge of local Qatari suppliers	<input type="radio"/>				
4.	Proficient in use of MS Office suite: Excel, Word, PowerPoint	<input type="radio"/>				
5.	Experience implementing & maintaining ISO-9000 standards & certification	<input type="radio"/>				
6.	Facilities management experience	<input type="radio"/>				
7.	Perform regular inspections of all facilities and prepare daily reports	<input type="radio"/>				
8.	Establish and maintain very strict housekeeping procedures	<input type="radio"/>				
9.	Perform daily audits of kitchen facilities including kitchen staff	<input type="radio"/>				
10.	Perform weekly safety training and inspections of the entire camp personnel	<input type="radio"/>				
11.	Prepare weekly cost reports	<input type="radio"/>				
12.	Maintain inventory of all stock items including food supplies	<input type="radio"/>				
13.	IT – Hardware, Software, Networks	<input type="radio"/>				
14.	ISO Standards / Documentation / Quality Systems	<input type="radio"/>				
15.	HSE Administration	<input type="radio"/>				
16.	Expat Documents Processing: visa, residence ID, medical card, etc.	<input type="radio"/>				

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17.	can perform basic repair works such as plumbing, electrical repairs	<input type="radio"/>				
18.	Can read / write Arabic	<input type="radio"/>				

Have any formal nutrition hygiene training?

Please put a (√) next to the nationalities that you can prepare menus for:

<input type="checkbox"/> India	<input type="checkbox"/> Sri-Lanka	<input type="checkbox"/> Philippines
<input type="checkbox"/> Thailand	<input type="checkbox"/> Nepal	<input type="checkbox"/> Bangladesh
<input type="checkbox"/> Arab		

Remarks: