



Road Traffic
Management Corporation

Pantry Assistant

Ref No. RTMC/TFM/PA/2024

Salary Package: Market-Related

Position: Pantry Assistant
Business Unit: Total Facilities Management
Location: Boekenhoutkloof
Job Purpose: The food Pantry Assistant will assist in the daily operations of the pantry. Providing the Canteen Manager with the assistance needed to ensure smooth pantry operations.

KEY JOB RESPONSIBILITIES:

- Follow and execute all food handling procedures.
- Responsible for storage of both food & beverage and operational stock.
- Provide a clean, safe, and efficient food pantry operation in strict compliance with hygiene regulations.
- Ensure proper food handling procedures are followed, i.e., wrapping, labelling, dating, stocking, storing, rotating, and checking the temperature of products.
- Responsible for the day-to-day check on the pantry for upkeep and hygiene.
- Keep accurate records of the food supplies coming and out every week.
- Receive goods from suppliers, pack/store them properly, and update the register.
- Verify all goods delivered per the agreed purchase, delivery note, and agreed quantity.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Return any orders that may have been delivered in error and handle proper return documentation.
- Track orders and follow up on late delivery.
- Ensure proper refrigeration of frozen items and perform rotation duties as necessary.
- Implement and maintain the store system for RTMC.
- Conduct stock-taking.

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- Transfer supplies and equipment between storage and work areas.
- Follow recipes and/or product directions for proper food handling.
- Adhere to inventory policies and procedures.
- Generate inventory reports.
- Ensure stock is kept at an adequate level, is rotated correctly, and is not held in excessive quantities.

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4 is essential
- Certificate (NQF Level 5) in food handling or food and beverage or culinary arts (or related) is essential
- 2-3 years of relevant experience in the hospitality industry
- Customer service experience is an advantage

KEY ATTRIBUTES AND COMPETENCIES:

- Knowledge of basic food preparation
- Communication skills
- Taking pride in personal hygiene

HOW TO APPLY:

- Submit a letter of application (no prescribed template) accompanied by a recent Curriculum Vitae.
- Applications must be forwarded via email to: **corporateservicesrecruit@rtmc.co.za**
- Candidates are requested to indicate the reference number for the position they are applying for in the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 16 February 2024 at 16:30. No late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the many applications we envisage receiving, applications will not be acknowledged. If you have not received our response within three months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425