

# **Head of Department(HOD) (F&B Service)**

## **Eligibility :**

- Maximum age not above 50 years as on 01.04.2021.
- Masters Degree in Hotel Management & Post graduate in Hospitality / Tourism or MBA from a recognized University or Institute.
- A minimum of 15 years' experience in teaching or hotel industry including 5 years of regular service in the grade of senior lecturer in an institute affiliated to NCHMCT/AICTE/State Board of Technical Education/Recognized university.

**Or**

- Atleast 15 years of total experience in teaching & industry together with minimum of 5 years in a managerial capacity in a 4 star or above category hotel with 5 years of experience as a Senior Lecturer in NCHMCT/State IHM/AICTE affiliated university or institute.

## **Job Role :**

- Teaching theory & practicals- foundation & advance sessions with live demos.
- Supervising the food outlets including its production schedule for the organization.
- Creating & maintaining faculty teaching schedules & monitoring attendance.
- Maintaining & controlling department inventory.
- Acting as coordinator for organizing seminars & events.
- .Looking after the upcoming hotel project in campus.
- Conducting examinations & online classes as per the schedule.
- Coordinating for collection of fees of students on timely basis.
- Carrying out assignment of teaching, invigilation, evaluation of examination papers & anti-ragging duties.