

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to the upper right. The logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager - F&B Operations

## About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## Job Description

The Manager – F&B operations will be in charge of the planning and delivery of all activities, events and outputs related to food, beverage and hospitality at IIHS. The incumbent will need to lead and manage the steady scaling up of F&B operations, keeping pace with the expanding needs of the Institution in line with its strategic goals and plans. The position will also be responsible for managing the kitchen and service staff, training and upskilling them to deliver innovative new menus and meals plans. Additionally, the incumbent will be involved in the IIHS academic programme, helping train students in basic culinary and related skills as part of the Core academic curriculum.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Planning and monitoring all F&B setups for regular staff and student meals, ensuring nutritionally balanced and tasty meals within budgets; additionally, providing both leadership and hands-on support with F&B planning and execution at institutional events;
- Helping train the kitchen staff on new menus and innovative meal plans, including regional menus; working with the team to curate menus for the week / month based on stock availability, indigenous produce, and forecasts;
- Ensuring effective stock management and timely indentation; setting up procurement and sourcing channels that require minimal cash transactions and enable cost effective kitchen operations;
- End-to-end management of vendors for event-specific F&B requirements, and for new kitchen setup and maintenance; ensuring timely deliveries and invoicing;
- Helping set up the kitchen and related facilities at the new IIHS campus at Kengeri, keeping in mind the twin objectives of functioning both as an operating kitchen as well as a training venue for students;
- Providing training and necessary inputs to students as part of the basic cooking curriculum, including end-to-end hands-on experiences of prepping, cooking, serving and cleaning up;
- Coordinating with internal teams as needed for day-to-day operations;
- Identifying and setting up sources for potential short-term staffing as and when external support is required for ad hoc purposes;

- Taking up any additional responsibility that the Supervisor may set from time to time;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of institution-building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within or outside the country as and when needed.

### **Structure and Reporting**

The Manager – F&B Operations will report to the Lead – Administration at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations, and students.

### **Person Specification**

The ideal candidate should have:

- A Bachelor's or Master's degree in Hotel Management, Hospitality, or related discipline;
- 8-10 years of relevant work experience;
- Experience in handling end-to-end kitchen operations in terms of sourcing forecast, procurement, monitoring the kitchen staff and food service;
- Training on Food Safety processes and protocols;
- Experience in managing and maintaining kitchen stock and indenting;
- Knowledge of various aspects of occupational safety in an operational kitchen;
- Experience in managing F&B operations for events and senior delegate visits;
- Experience in liaison and coordination with external vendors for event setups and F&B requirements, including with hotels and event management companies;
- Basic knowledge of setting up new commercial kitchens, cafeterias and training infrastructures;
- Basic knowledge of sustainable cooking operations using indigenous organic inputs;
- Proficiency in English, Hindi and Kannada, with the ability to communicate articulately and confidently;
- A good eye for detail, with a meticulous and thorough approach in all aspects of work;
- A deep interest in, and passion for, the food industry.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

### **Location**

This position is based in Bengaluru and may entail travel to other locations in India.

### **Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

**Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

**To apply**

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

**Contact**

Please write to us at [hr@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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