

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 its upper right. The logo is set against a dark red rectangular background.

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Culinary Specialist — Administration

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

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

Job Description

IIHS is looking for a qualified and experienced culinary specialist, knowledgeable in bakery preparation, to support campus dining operations. The position involves preparation of nutritious meals and bakery products for students, faculty, and staff while ensuring quality, hygiene, and efficient kitchen operations in accordance with institutional standards.

This will be a contractual position for an initial term of 11 months, renewable on mutual consent.

Activities and Tasks

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

- Preparing and supervising daily food production for campus dining facilities;
- Producing a variety of bakery and confectionery items such as breads, buns, cakes, pastries, cookies, and desserts to meet campus requirements;
- Monitoring bakery production schedules and ensuring the timely availability of fresh products;
- Assisting in menu planning ensuring balanced nutrition and variety suitable for students and staff;
- Maintaining consistency in food quality, taste, and presentation;
- Ensuring compliance with food safety, hygiene, and sanitation standards as per FSSAI and university guidelines;
- Managing inventory, storage, and stock rotation using FIFO practices;
- Coordinating with procurement for raw material planning;
- Supervising kitchen assistants and support staff for smooth daily operations;
- Maintaining cleanliness and proper upkeep of kitchen and bakery equipment;
- Implementing cost control measures and minimising food wastage;
- Supporting university events, conferences, and special functions requiring food and bakery services.

Structure and Reporting

The culinary specialist will be an External Consultant coordinating with the Manager — Administration at IIHS and will be required to collaborate effectively with a diverse group of internal teams, external individuals/ organisations, and students.

Person Specification

An ideal candidate should have:

- A Diploma or Degree in Hotel Management, Culinary Arts, or Bakery and Confectionery from a recognised institute;
- 3–5 years of relevant experience in institutional catering, hotels, or large-scale food production units;
- Practical knowledge of bakery production and bulk cooking operations;
- Knowledge of food safety standards and kitchen hygiene practices;
- Ability to work in a structured institutional environment;
- Strong culinary and bakery preparation skills;
- Team supervision and coordination ability with time management and production planning skills;
- Commitment to quality and service excellence;
- Good communication and interpersonal skills.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent. 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 Kengeri, 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@ihs.co.in if you need any clarifications while filling the online application form.



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INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

IIHS, Sadashivanagar Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.
T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai
600 017. India. T: +91 44 6630 5500/6555

IIHS, Delhi

Prius Platinum, 3rd Floor, B Wing, Saket District Centre,
New Delhi 110017, India. T: +91 11 4360 2798

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,
Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in