

## **Candidate Specifications:**

- Degree/Diploma in Food & Beverage Production or Catering or equivalent.
- Significant experience in instructing Food Production/Catering/Accommodation classes for at least 5 year.
- Able to demonstrate that they can satisfactorily perform the duties by reference to their previous work experience.
- Good communications skills including a satisfactory level of spoken and written English.
- Satisfactory level of computer skills
- Able to manage a busy workload and consistently meet deadlines
- Able to work as a key member of a small team and to take the lead in advising the Management.
- Committed to the vision and mission of Shugan Hospitality Training Institute.

## **Job Description:**

- Teach the Theoretical and Practical portion of Production Management course.
- Students will be taught the fundamentals of Food Production, customer interaction skills, side work, group dynamics.
- Teach F&B Production classes according to course curriculum.
- Provide personal and professional guidance to students when needed.
- Develop creative instructional methods to engage students in learning process.
- Develop instruction materials and handouts for students.
- Develop daily lesson plans and instructional plans to meet course competency.
- Prepare course assignments, tests and projects to improve student's performance.
- Maintain students' attendance and grade records.
- Evaluate each student's academic performance and provide feedback appropriately.
- Ensure that students follow disciplinary and behavioral standards in the Institute.
- Develop cohesive, safe and positive learning environment for students.
- Provide support in student admission and retention processes.
- Attend staff meetings and communicate budget needs to management.
- Attend orientations, graduations and other student and Institute events.