



GUEST RELATIONS OFFICER

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 9001:2015, ISO 14001:2015, ISO 22000:2018 (HACCP) and with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for an energetic, enthusiastic, self-motivated female candidate for the above post of Guest Relations Officer to look after the daily Operation at the Airport Restaurant & Lounges. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Restaurant Division.

DUTIES AND RESPONSIBILITIES:

- Responsible for planning and coordinating of menus and passenger load with other airlines and lounge staff of Airport & Aviation of Sri Lanka (AASL).
- Handle entire customer base in lounges at the Airport with zero complaints.
- Responsible for menu planning/costing according to special requests from immediate supervisor & respective parties.
- Coordinate with other airlines and lounge staff of Airport & Aviation of Sri Lanka (AASL) regarding pax load.
- Handle the rosters of janitorial staff, monitor and report the stock levels, breakages and maintain stocks of all imported beverages and other soft drinks.
- Responsible for all documentation processes including log entries and reports.

THE IDEAL CANDIDATE SHOULD POSSESS:

- Professional qualification in Hospitality Management from a reputed institute.
- Passed in G.C.E (A/L) and six passes for G.C.E. (O/L) including Credit Passes for Mathematics and English.
- High level of IT literacy including sound knowledge in MS Office package.
- Excellent writing and oral communication skills, leadership skills, negotiation skills including problem solving and creative ability.
- Minimum of 6 years of experience in a similar capacity.
- Knowledge on ISO Standards related to Food & Beverage.
- Should be below 35 years.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits and challenging work environment.

If you feel you have the required skills and experience for the job, please email your resume to careers@srilankancatering.com or by post, with names of two non-related referees, enclosing a recent passport size photograph, your contact number and stating the position applied for, on the top left-hand corner of the envelope within 10 days from the date of this advertisement addressed to:

Senior Manager - Human Resources & Administration

SriLankan Catering Limited

PO Box 07

Airline Centre, Bandaranaike International Airport

Katunayake

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HOUSEKEEPING ASSISTANT

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 9001:2015, ISO 14001:2015, ISO 22000:2018 (HACCP) and with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for an energetic, enthusiastic, self-motivated person who will be responsible to lead the daily operation of the Stewarding and housekeeping teams. The person will also be responsible to ensure that all food hygiene and health and safety regulations adhered to as required by Local food law and ISO standards. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Housekeeping/Kitchen stewarding Division.

DUTIES AND RESPONSIBILITIES:

- Gather information from previous shift supervisor and prioritizes urgent matters.
- Take morning briefing as per the standard briefing instructions.
- Assign contracted staff for the routine activities as per the standard allocations.
- Inspect Airport kitchen premises and Lounges to ensure cleanliness of relevant equipment.
- Ensure all relevant machinery and equipment's are cleaned and in good working order. If not to be informed to the maintenance department and raise a work order.
- Obtain signature from departmental head for required documents.
- Order cleaning agents and materials for the daily operations with the approval of Head of Department.
- Observes and evaluates employee's, performance to devise methods to improve efficiency.
- Being Vigilant and observant all time against theft and wastage.
- To be at the production and Operations areas at tea and lunch hour to mitigate complaints and maximize utilization of Manpower for the smooth operation.
- Maintains records of daily attendance and job allocations for a monthly pay roll.
- To check and raise gate passes for the requisitions along with SLC supervisor.
- Closely monitor the waste management project according to ISO 14001 guidelines.
- Carry out any other reasonable duty set out by the Top Management.

THE IDEAL CANDIDATE SHOULD POSSESS:

- Professional qualification in Food & Beverage or Housekeeping from reputed hospitality institute.
- Passed in G.C.E (A/L) and six passes for G.C.E. (O/L) including Mathematics and English.
- Minimum of 03 years' experience in relevant field.
- Sound planning, organizing skills and presentation skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills.
- Should be below 35 years.

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A photograph of the SriLankan Catering building, a modern multi-story structure with a prominent glass facade and blue accents. The building is set against a clear blue sky with scattered white clouds. The SriLankan Catering logo is visible on the building's facade.

SALES & DIGITAL MARKETING OFFICER

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 22000:2018 (HACCP), ISO 9001:2015, ISO 14001:2015 and also with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for a candidate who is energetic, enthusiastic and self-motivated to be employed as Sales and Digital Marketing Officer. The successful candidate will be representing company in promoting and selling Frozen Meal range “Cuisine Gastronome” produced by the company with potential buyers, including leading supermarkets and outlets engaged in modern trade restaurants and outlets. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Customer Service Department.

DUTIES AND RESPONSIBILITIES:

- Focus on sales and provide excellent service to the customers whilst identifying product improvements and new product developments by being updated on industry trends, market activities and competitors.
- Planning and organizing daily work schedule to call / visit on existing and potential customers.
- Prepare and present all reports pertaining to the Sales such as daily call reports, weekly work plans, and monthly and annual territory analyses to relevant parties.
- Proper documentation on payments, monthly bills and other financial documents related to the sales in an effective manner.
- Actively seek out new sales opportunities through making prior opportunities with potential buyers and cold calling, networking, and social media to enhance the customer base.
- Handle customer complaints by providing solutions in an effective manner.

THE IDEAL CANDIDATE SHOULD POSSESS:

- Full or part Marketing related qualifications from a recognized institute (CIM/ SLIM).
- Passed in G.C.E. A/L and six passes for G.C.E. (O/L) including Credit passes for English and Mathematics.
- Minimum of 06 years' experience in relevant field.
- Own a Motorcycle with valid Driving license is ideal.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Sound planning, organizing skills and presentation skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills with presentation skills.
- Proven track record with leadership, negotiation skills, problem solving and creative ability.

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