



Senior Specialist Cafeteria

Job description

In your new role you will:

- Act as a **liaison person between the Company and the appointed Cafeteria Operators** in ensuring the smooth running of all cafeterias in the Plant
- Plan, coordinate and organize **cafeteria monthly audit**. Organize monthly meeting between Cafeteria Committee and the Cafeteria Operators.
- Conduct **Quarterly Cafeteria Performance Review** together with Cafeteria Committee
- Responsible to ensure **Cafeterias' compliance** to local authority and Ministry of Health requirements and to liaise with government bodies related to cafeteria matters
- Write and update **specifications to govern the process and operation of catering services**.
- Establish **equipment maintenance program** and track maintenance services as per schedule.
- Responsible to raise **Purchase Requisition for all Cafeterias activities**.
- To **support cafeteria improvement plan** and to run cafeteria satisfaction survey periodically
- To **assist Facility Manager** in annual operation and maintenance budgeting.

Profile

You are best equipped for this task if you have:

- Good knowledge in **Food and Hygiene Regulation** and other related regulations and standards.
- Good knowledge in **5S implementation and Catering Management**.
- Good knowledge in **kitchen technology and capacity planning**.
- **Hands on experience in cafeteria maintenance and utility matters**.
- Knowledge in **Pests control and precaution**.
- Possess good leadership and communication skill.
- Ability to **integrate well with business partners** and all stakeholders.
- **Highly passionate** in getting first-hand information from users and stakeholders to help in improvement of the process/system.

Benefits

At a glance

Location: **Melaka (Malaysia)**
Job ID: **355667**
Start date: **as soon as possible**
Entry level: **3-5 years**
Type: **Full time**
Contract: **Permanent**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **355667**
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- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

Why Us

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

Infineon Technologies (Malaysia) Sdn Bhd, with its 8.000 employees, is the largest manufacturing site of Infineon. The company has established itself as a leading manufacturing site for Power Semiconductors, Logic Semiconductors, Discrete and Sensor Products. We are committed to increasing productivity, on-time delivery and providing customized solutions while maintaining the highest level of product quality. The success of Infineon Melaka is evidenced by eleven National Awards received from the Prime Minister's Office as well as 15 corporate awards.

