



NYUNGWE NATIONAL PARK INTERNAL VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) has been created to manage Nyungwe National Park. NMC Ltd is seeking to recruit a suitable candidate to fill the post of **Coffee shops supervisor and Coffee shop Attendant** in Nyungwe National Park. Preferred candidate should be coming from communities around Nyungwe National park.

JOB TITLE: - Coffee shops supervisor (1)
- Coffee shop attendant (3)

REPORTING TO: Assistant Tourism Manager

PURPOSE OF THE JOB (Coffee shop supervisor)

The role of the Coffee shop supervisor is to ensure smooth daily operations of the coffee shop at the day visitor Centre, providing good quality and timely service of food and beverages to visitors.

Duties and responsibilities

- Have full knowledge of outlet menus
- Uphold all safety and sanitation policies in the outlet
- Support staff by working the busiest shifts and covering all positions when needed
- Responsible and efficient control on inventory and products
- Daily pass-on to outlet manager
- Flexible days off to ensure business coverage including weekends and holidays
- Hold daily lineups with staff and communicative coffee shop and department objectives
- Assist with all phases of coffee shops operations, ensuring all facilities and equipment are in proper working order
- Closely monitor opening and closing procedures for the facility
- Assist with staffing/scheduling requirements for the outlet
- Knowledge of inventory control, supplies, equipment, and food production

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required (Coffee shop supervisor)

- 5 years of proven experience in Hospitality (café, restaurant, or Hotel work)
- Rwandan national
- Minimum of at least a Diploma certificate or bachelor's degree in Tourism, Conservation, accounting or related field.
- Great communications skills, outgoing personality
- Demonstrated interest in nature and wildlife
- Strong willingness to learn
- Fluent in English and French
- Interpersonal skills and patience
- Preferably between 28 and 38 years of age



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- Able to work in multicultural environment.

Duties and responsibilities (Coffee shop attendant)

- Daily management of the café area
- Basic preparations and service of food and drinks
- Providing excellent customer service
- Stock management, stock taking and ordering procedures
- Ensure the café is always impeccably clean and tidy
- Cash handling and receipting
- Baking breads and pastries.

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required (Coffee Shop Attendant)

- 1 year proven experience in café or restaurant work
- Rwandan national
- Minimum of at least A2 Diploma certificate in Tourism, Conservation or related field.
- Great communications skills, outgoing personality
- Demonstrated interest in nature and wildlife
- Strong willingness to learn
- Fluent in English and French
- Interpersonal skills and patience
- Preferably between 20 and 30 years of age
- Able to work in multicultural environment.

Added advantages

- Good knowledge in ecology, mammals and birds
- Perfectly bi-lingual French-English
- Knowledge of other languages such as German, Spanish, Italian, Chinese an advantage

HOW TO APPLY

Cover letter together with CVs in English language providing details of three referees, email address and telephone contact should be submitted by email to nmc.recruit@africanparks.org (with the attachment being in PDF format) not later than 09th September 2022. Application should be addressed to:

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted, if you don't hear from us within one week after submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 2nd September 2022

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Park Manager
Nyungwe Management Company

