

# Turkey Jobs Expertini®

## Receiving Clerk

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Company: Mandarin Oriental Hotel

Location: Bodrum

Category: other-general

## Receiving Clerk

Apply now **Position** Receiving Clerk (Full time, Temporary / Seasonal #537719)

**Property / Office:** Mandarin Oriental, Bodrum

**Location** Bodrum, Turkey

### Mandarin Oriental Hotel Group

Mandarin Oriental Hotel Group is the award winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

### Mandarin Oriental, Bodrum

A stunning resort overlooking the Aegean Sea, Mandarin Oriental, Bodrum is where dreams come true. A luxury 5-star hotel retreat with two private beaches and excellent leisure facilities, we invite you to lie back, relax and savour the moment. With an idyllic location in Paradise Bay, we offer a seductive blend of style, serenity and 5-star comfort. With a range of gourmet restaurants, relaxing spa and choice of rooms, suites and villas, our unique resort is world-class.

### Duties and Responsibilities

To ensure all fridges are maintained in a clean and safe fashion

To place orders through the correct ordering and receiving system and liaising with the

Chefs and Director of Procurement and relevant purchasing colleagues.

To ensure all storage of all food and beverage items is stored safely and correctly.

To ensure all storage of all non-food and beverage items are stored safely and correctly and adhering to any chemical storage legislation

To ensure all dry stores orders are prepared promptly before collection.

To ensure all food deliveries (vegetable, meat, poultry, fish and dry store) are decanted in the correct containers, label and sent to the correct kitchens or outlets.

To ensure the loading bay area is kept clean and tidy at all times to include that all buggies, trolleys cages & boxes are stored correctly and safely

To record, store and maintain all safe and sound records

To ensure that the quantity and quality of the materials or goods received are in accordance with the required specification stated on the Purchase Order.

After checking of goods by the receiving assistant, all invoices or delivery notes must be signed and to show that the goods have been checked and accepted.

### **Requirements**

Excellent communication skills in all aspects: verbal, written and non-verbal

Fluent in Turkish and English.

Professional and appropriate business appearance and presentation

Quality driven with a passion for excellence.

Prior Hotel experience would be an advantage

**Advertised** 27 Dec 2023 GTB Standard Time

**Applications close:** 31 May 2024 GTB Daylight Time

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