

# **Lecturer (Front Office)**

## **Eligibility :**

- Maximum age not above 35 years as on 01.04.2021.
- Bachelors Degree in Hotel Management & Post graduate in Hospitality /Masters Degree in Hotel Management & Post graduate in Hospitality
- A minimum of 8 years' experience in teaching or hotel industry including 3 years of regular service in the grade of Assistant lecturer in an institute affiliated to NCHMCT/AICTE/State Board of Technical Education/Recognized university.

## **Or**

Atleast 10 years of total experience in teaching & industry together with minimum of 5 years in a managerial capacity in a 4 star or above category hotel with 3 years of experience as Assistant Lecturer in NCHMCT AICTE/State Board of Technical Education/Recognized university.

## **Job Role :**

- Teaching theory & practicals- foundation & advance sessions with live demos.
- Supervising the food outlets including its production schedule for the organization.
- Creating & maintaining faculty teaching schedules & monitoring attendance.
- Maintaining & controlling department inventory.
- Acting as coordinator for organizing seminars & events.
- .Looking after the upcoming hotel project in campus.
- Conducting examinations & online classes as per the schedule.
- Coordinating for collection of fees of students on timely basis.
- Carrying out assignment of teaching, invigilation, evaluation of examination papers & anti-ragging duties.