

JOB DESCRIPTION

F/TC/26Rev00

Job Title: Assistant Chief Steward**Level:** Level- 4**Responsible for:** Kitchen & F&B**Date:** 15 July 2025**OBJECTIVE :**

Every Mercure team member is a "Heartist". A "Heartist" represents Mercure 's brand and its values, at all times. The Mercure "Heartist" will establish relationships and foremost, the Mercure "Heartist" will deliver an exceptional guest experience and promote the French Elegance.

What you will be doing?

- To prepare schedules for all personnel according to the forecast and within the limits of the staffing guide,
- To ensure adequate manpower at all times and under the guidance of the Assistant Chief Steward.
- To recommend hiring, promotions and dismissal to the Chief Steward.
- Supervise and proper maintenance and cleanliness of all areas of the Kitchen.
- To ensures Compliance with Health Departments Standards.
- In charge of assisting in training of all stewarding duties.
- To Support the hotels green team initiatives.
- Keep updated with all items on the communication board and communicate to colleagues when required.
- To define training needs and propose training programs in co-relation with Chief Steward.
- Continuously trains subordinates to achieve highest professionalism.
- To ensure correct handling of equipment to minimize breakages and losses.
- To inspect all areas daily before opening according to fixed standard checklist and ensures full adherence of the closing duties.
- To enforce and maintain all policies and procedures under the guidance of the Chief Steward.
- To prepare requisitions for cleaning chemicals and general supplies established par stocks.
- Keep all colleagues' logs /Files updated.
- Controlling stocks for daily using in the department.
- Controlling the waste generation.
- Other job duties as assigned.
- To adhere to fixed grooming standards as per Hotel & Stewarding policy.

Your Experience and Skills

- High School Diploma or equivalent; degree or diploma in Hospitality Management is a plus.
- Minimum 5 years of experience in kitchen stewarding or sanitation roles; at least 2 years in a leadership role.
- Strong knowledge of HACCP, USPH, or other local health and food safety regulations.
- Ability to lead, train, and motivate a diverse team.
- Strong organizational, problem-solving, and time management skills.
- Proficient in basic computer applications (Excel, inventory systems).
- Flexible to work shifts, weekends, and holidays as required.
- ServSafe or Food Handler Certificate
- OSHA or local health & safety training
- First Aid / CPR (optional)
- STCW or maritime certifications (for cruise industry roles)

MERCURE

HOTEL

DUBAI BARSHA HEIGHS

Our team and working environment:

Located along Sheikh Zayed Road in Barsha Heights right next to Dubai Internet City Metro Station. The hotel is nestled in the key business and commercial district of Dubai Media City, Dubai Knowledge Park and Dubai Internet City. Mercure Dubai Hotel offers a unique hospitality experience for business & leisure travelers and well as for long stays at an affordable price. Close proximity to Mall of the Emirates, Palm Jumeirah and major tourist attractions.

An elegant hotel with 1015 suites and apartments spread over 41 floors. Each contemporary room features floor to ceiling windows that have exceptional views of the city & skyline. For meetings, trainings and social events the hotel offers an extensive range of multi-functional meeting and event spaces.

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

Disclaimer:

Mercure Hotel Suites & Apartments shall provide an equal opportunity in all aspects of employment and career progress when it comes to gender, nationality, religion, ethnicity, disability and shall not tolerate any illegal discrimination or harassment of any kind.

Why work for Accor?

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

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