

American Community Support Association

VACANCY NOTICE

POSITION	:	STEWARD
HOURS	:	48-hour workweek
QUALIFICATION	:	Preferably From IHM & minimum of 2-4 yrs of work experience in Hotels & Restaurants.
JOB DESCRIPTION	:	

- Assist Captain in setting up and clean tables, chairs and taking orders. They are in charge of a side station and make sure that proper mis-en-place for their outlet required.
- Responsible for buffet and any special party set-up required.
- Inspect your station, that are completely set up and chairs and floor are free of crumbs and dust.
- Greet the guest and help them to offer seat.
- Take the drinks orders followed by the food and dessert orders.
- Follow-up an order if it's delayed or required any special attention.
- If all the orders have been taken, walk around to see if further service required.
- Keep your eyes on your guest at all times. Never ignore a signal from any guest.
- Make sure service counter is clean at all times, lounge area and Party room should be presentable at all times.

To apply:

Applicants should submit their resumes to the HR Office, ACSA, American Embassy, gate B, Chanakyapuri, New Delhi or send their applications to chatterjees@acsaindia.org by June 20th 2012.

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VACANCY NOTICE

POSITION : **GARDENER**

HOURS : 48-hour workweek

SALARY : Commensurate with qualifications and experience

JOB DESCRIPTION

- Maintain all potted plants in good condition including seasonal plants
- Regularly water and fertilize as required to maintain healthy plants
- Assist in maintaining the ball field surface as required by the recreation department on an ongoing basis
- Cleaning of dried leaves and other plant waste and disposal to allocated area.
- Advice Facility Manager of requirement of seeds, fertilizer, pots, plants etc from time to tome
- Ensure flower arrangement in office as directed by the facility Manager
- Any other job as assigned by the management

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VACANCY NOTICE

POSITION	:	Carpenter
HOURS	:	48-hour workweek
Experience	:	Around 4-5 years of Carpentry work.

JOB DESCRIPTION

- To maintain, repair, renovate, rebuild and/or construct item related to the carpenter craftsman field such as but not limited to household/offices furniture, doors, doors frames, windows, windows frames, walls, locks/latches, etc.
- Maintains the tools of his trade in top working condition such as chisel, hammers, levels, hand planers, saw and electric motor driven equipments such as planes, sanders, jointers, saws, drills, lathes, etc.
- Keep job site cleaner and safe at all times in shop and at out of shop work site.

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