

## PANTRY ASSISTANT

Employment Type: Permanent, Part-time

Location: 10 Jalan Samulun, Singapore 629124

12A Jalan Samulun, Singapore 629131

### Job Description:

- Prepare and serve beverages to senior management and visitors.
- Assist with meetings set-up/tear-down.
- Ensure pantry, meeting rooms and shared spaces area, furniture are clean, neat, and tidy, trash are not overflowing and emptied.
- Upkeep of crockeries, cutleries, utensils, and pantry equipment (microwaves, refrigerators, water dispensers, coffee maker).
- Ensure ample supply of pantry consumables, top up where required and monitor/identify consumption patterns.
- Report equipment issues and discrepancies of received goods.
- Disinfect high touch points (door handles, meeting rooms).
- Purchase lunch for office staff.
- Perform any other tasks assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices, and procedures.

### Requirements:

- Able to speak and understand simple English.
- Experience in similar tasks/field is advantageous.

Interested applicants to email your resumes to [careers@bakertech.com.sg](mailto:careers@bakertech.com.sg) stating expected salary and earliest possible start date.

For walk-ins, please call 6262 1380 to schedule an interview appointment.