join our

team

Front Office Personnel
(Food Preperation)

jobsplus permit number
988/26

jobsplus vacancy number
452781

XJENZA MALTA

esplora®

Role

To assist in the food preparation and in the delivery of the catering service at the ESPLORA Café and other Xjenza Malta venues.

Duties

1. To carry and store food supplies, equipment and utensils to and from storage and work areas.
2. To prepare a variety of snacks listed (according to recipes) on a menu according to customers' orders, following approved procedures.
3. To plate or package ordered food and serve to customers over the counter.
4. To follow procedures required for catering Quality Assurance and Quality Control (HACCP).
5. To assist in the opening and closing of the EsploraCafé when required.
6. To weigh or measure ingredients.
7. To wash, peel and/or cut various foods to prepare for cooking or serving.
8. To use manual and/or electric appliances to clean, peel, slice, and trim foods.
9. To clean work areas, equipment, utensils, dishes, and cutlery.
10. To store food in designated containers and storage areas to prevent spoilage.
11. To scrape leftovers from dishes into garbage containers.
12. To remove rubbish and clean kitchen garbage containers.
13. To load dishes, glasses and tableware into dishwashing machines.
14. To follow legal requirements on food safety, health and hygiene at the EsploraCafe and kitchen.
15. To follow the Kitchen Work Schedule and Protocols.
16. To report any damage or maintenance issues to the Senior Executive I to be logged in the Maintenance Book.
17. To fill salt, pepper, sugar, cream, condiment, and napkin containers when required.
18. To perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, and/or checking bathroom.
19. To contribute to the implementation of Continuous Improvement initiatives.
20. In urgent situations, to replace the Administrator (Sous Chef) to avoid as much as possible, the disruption to kitchen operations.
21. To safeguard personal health and safety and that of others and report any health and safety concerns to ensure set standards are maintained.
22. To ensure proactive compliance with XM Policies & Procedures, including child protection, risk assessments and implementing safe systems of work.

To perform other job-related duties as assigned. The list is not exhaustive, and management may change or Add tasks if and when required and according to the exigencies of Xjenza Malta and its subsidiaries.

Eligibility Requirements

1. At least fifteen (15) years' work experience in a hospitality environment.
2. Valid Food Handling and Food Hygiene License B.
3. Certificate in catering would be considered an asset.
4. Knows proper function, operations, maintenance and cleaning of all kitchen appliances.
5. Able to keep a *Kitchen Work Schedule* as per *XM Standard Operating Procedures*.

Desirable

1. Experience of working in a busy kitchen environment.
2. Certified in First Aid.
3. Certified in Health and Safety.
4. ITS qualification in either Food & Beverage preparation or Food & Beverage service.
5. Able to communicate in Maltese and English.

Requisites

By the closing time and date of this call for applications, applicants must be:

a) Citizens of Malta; or
b) Citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers.

Working Conditions

This position is on a indefinite basis with a salary of €22,804 per annum and a yearly increment subject to good working performance.

- Career advancement opportunity
- Opportunity for external training sponsorship
- Free Gym membership
- Parking Facility
- Teambuilding activities

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt, by not later than **cob Thursday 3 December 2026.** Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the XM Privacy Policy http:// xjenzamalta.gov.mt/our-privacy-policy/. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.mt.