

## **Duties and responsibilities of Mess in-charge**

- To ensure that mess stores are in good condition.
- To verify and certify the received bills from suppliers as well as take responsibility for temporary advances for necessity and observance its adjustment.
- To keep record of monthly income and expenditure.
- To supervise the kitchen and cook as well as decide suitable menu.
- To make a Mess area should be clean, safety and disciplined
- To maintain proper disposable method.
- To manage the causal leaves and extra duty of cooks and helper.