



### Terms of Reference for Cold Store Operator

<b>Position Title</b>	Cold Store Operator
<b>Grade</b>	S4
<b>Pay &amp; Allowance</b>	<ol style="list-style-type: none"><li>1. Basic Pay: Nu. 14450 + 20% House Rent Allowance (HRA) on basic pay per Month.</li><li>2. Fixed Allowance: Nu. 9000/Month</li><li>3. LTC: Nu. 1205</li><li>4. Other benefits: PBVA &amp; other entitlement as per FCBL Service Rules.</li></ol>
<b>Type of Employment</b>	Regular after a six-month probation period
<b>Qualification &amp; Experience</b>	Technical Training Institute (TTI) graduates in Electrical or Mechanical (Preferably with experience)
<b>Background</b>	<p>The Cold Store Operator is responsible for the management and operation of cold storage facilities in respective locations. This role involves overseeing operations to improve efficiency and ensure the optimal preservation of food items.</p> <p>Cold Store Operators shall be directly reported to the respective Regional Directors.</p>
<b>Knowledge, Skill &amp; Abilities</b>	<ul style="list-style-type: none"><li>- Proficiency in operating and maintaining refrigeration and cooling systems.</li><li>- Knowledge of electrical and mechanical systems.</li><li>- Ability to diagnose and troubleshoot machinery and equipment malfunctions quickly.</li><li>- Keen observational skills to identify potential issues.</li><li>- Willingness to learn and adapt to new technologies and processes.</li></ul>
	<ol style="list-style-type: none"><li>a) Oversee the day-to-day management and operations of cold storage facilities.</li></ol>



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**Food Corporation of Bhutan Limited**  
*"Ensuring Food Security for the Nation at all times"*  
CORPORATE HEADQUARTERS



<b>Duties, Responsibilities &amp; Accountabilities</b>	<p>b) To monitor and maintain the required level of temperature and humidity inside cold storage chambers.</p> <p>c) Ensure proper functioning of refrigeration equipment and address maintenance issues promptly.</p> <p>d) Monitor storage conditions to maintain product quality.</p> <p>e) Implement safety and sanitation protocols.</p> <p>f) Perform any other assignments given by the supervisor and management.</p>
<b>Document Requirements</b>	<ol style="list-style-type: none"><li>1. Duly filled FCBL Employment Application Form (download it from the FCBL website: <a href="http://www.fcbl.bt">www.fcbl.bt</a>)</li><li>2. Curriculum Vitae/Resume</li><li>3. Copies of academic transcripts</li><li>4. Copy of valid CID card</li><li>5. Security Clearance Certificate</li><li>6. Medical fitness certificate</li><li>7. No Objection Certificate (if currently employed)</li></ol>