



## COUNTY GOVERNMENT OF MAKUENI



### MAKUENI COUNTY ASSEMBLY

P.O. Box 572-90300 Wote, Makueni

Tel.: 020-2393005, 0714392799, 0735660505, 0731663505

Email: [info@makueniassembly.go.ke](mailto:info@makueniassembly.go.ke) Website: [www.makueniassembly.go.ke](http://www.makueniassembly.go.ke)

Date; 4<sup>th</sup> September, 2019.

## RE-ADVERTISEMENT

### VACANT POSTS AT MAKUENI COUNTY ASSEMBLY

The Makueni County Assembly Service Board invites applications from suitable qualified members of the public to fill the following positions on Contractual term of one year.

#### **1. CHEF (CASB 10) – 1 post**

##### **Duties and Responsibilities**

- In liaison with the Catering Supervisor, manage relationships with Distributors.
- Manage and follow the budget as established by the Catering Supervisor.
- Taking appropriate action on any feedback received from customers and other stakeholders; and ensuring full compliance to the standards operating procedures.
- Prepare food for banquets and create daily specials based on available ingredients.
- Comply with nutrition and sanitation regulations and safety standards.
- Verify that prepared food meets requirements for quality and quantity.
- Manage kitchen staff and delegate tasks related to meal prep, cooking and delivering food to diners in a timely fashion.
- Taking appropriate action on any feedback received from customers and other stakeholders.

##### **Qualifications**

- i. Diploma holder in Food and beverage Production or its equivalent qualification from a recognized institution; and
- ii. KCSE Certificate of D+ or its equivalent.
- iii. Served in the grade of a senior Cook for at least three (3) years.
- iv. Food handlers' certificate.
- v. Certificate of good conduct.
- vi. Certificate in Computer applications
- vii. Excellent communication and organization skills
- viii. Strong knowledge of proper food handling and sanitation standard.

## **2. WAITER/WAITRESS (CASB 14) – 3 posts**

### **Duties and Responsibilities**

- Provide the perfect service experience for every guest
- Adhere to timing standards for products and services
- Present menu, answer questions and make suggestions regarding food and beverage
- Clear dirty plates, glasses and silverware to kitchen for cleaning; maintain table cleanliness
- Assist in keeping the restaurant clean and safe
- Must follow all cash handling policies and procedures by delivering checks and collecting bill payments
- Follow all relevant health department regulation

### **Qualifications**

- i. Certificate holder in Food and beverage Production or its equivalent qualification from a recognized institution; and
- ii. KCSE Certificate of D or its equivalent.
- iii. Served in the grade of a Waiter for at least one (1) year
- iv. Certificate of good conduct.
- v. Food handlers' certificate.
- vi. Certificate in Computer applications
- vii. Excellent communication skills.
- viii. Strong knowledge of proper food handling and sanitation standard.

## **3. COOK (CASB 15) – 2 posts**

### **Duties and Responsibilities**

- Preparation and production of high-quality food that meets the desired customer satisfaction.
- Maintaining hygiene, Health and safety standards in work areas.
- Implementation of planned menus.
- Provision of efficient service of food orders and as per specifications
- To account for all production resources provided by the Head Cook/Kitchen Supervisor and issued from the stores
- Proper handling and use of kitchen equipment as provided for by the Head Cook/Kitchen Supervisor.

### **Qualifications**

- i. Certificate holder in Food and Beverage service or its equivalent qualification from a recognized institution.
- ii. KCSE Certificate of D or its equivalent.

- iii. Served in the grade of a Cook for at least two (2) years.
- iv. Certificate in Computer applications
- v. Food handlers' certificate.
- vi. Certificate of good conduct.
- vii. Excellent communication skills
- viii. Strong knowledge of proper food handling and sanitation standard.

#### **4. KITCHEN STEWARD (CASB 15) – 2 posts**

##### **Duties and Responsibilities**

- Ensure the Kitchen is clean, well maintained and organized at all times.
- Assist the Cooks and Servers as and when necessary.
- Ensure waste bin area is kept clean and tidy.
- Carry out general cleaning as directed to include sweeping, mopping up, washing up, emptying of rubbish bins and boxes ensuring placement in the correct containers.

##### **Qualifications**

- i. Secondary school certificate
- ii. Previous experience in similar role and Knowledge of Basic Food Hygiene is an added advantage.
- iii. Certificate of good conduct.
- iv. Food handlers' certificate.

##### **Application criteria**

- 1) All applicants should submit their application letters accompanied by detailed Curriculum Vitae indicating their telephone number, copies of relevant academic and professional certificates, National Identity card and other relevant supporting documents in a sealed envelope, indicating the position applied for on the envelope.
- 2) Please note that the short-listed candidates will be contacted and shall be required to produce originals of their National Identity Card, Academic and Professional certificates, original transcripts and testimonials and letters of appointment to their current substantive posts.
- 3) Applications to reach the office of the Clerk on or before **19<sup>th</sup> SEPTEMBER, 2019**

**Applications should be addressed to:**

**The Secretary,  
Makueni County Assembly Service Board,  
P.O Box 572 – 90300,  
WOTE.**

and to be deposited to the above address or hand delivered to the office of the Clerk.