



**THE KENYA SCOUTS
ASSOCIATION**

JOB VACANCY (1 POSITION)

POSITION: CATERER/CATERESS

WORK STATION: ROWALLAN SCOUTS CAMP, NAIROBI

PRIMARY FUNCTION:

Efficient and proper organization and management of food production services at Rowallan Scouts Camp

MAJOR DUTIES AND RESPONSIBILITIES:

1. Food preparation and production.
2. Preparing expenditure estimates for the unit and ensuring proper utilization of the funds allocated.
3. Ensuring proper utilization and maintenance of catering facilities and other supplies in the unit.
4. Coordinating quality assurance activities in the unit.
5. Preparing reports on the operations of the unit.
6. Enforcing regulatory/statutory requirements.
7. Maintaining correct stock levels and ensuring proper stock rotation.
8. Ordering of foodstuffs from the main store.
9. Reviewing menus as necessary.
10. Carrying out on-the-job training for staff.

QUALIFICATION

1. Successfully completed a Diploma course in Hotel Management/Institutional Management/Food and Beverage Production or its equivalent from a recognized institution
2. Fulfilled the requirements of Chapter Six of the Constitution.

How to Apply

Interested candidates are invited to send their applications, quoting the vacancy position, enclosing updated curriculum vitae, copies of Academic and Professional Certificates, National Identity Card and a daytime telephone to:

**THE NATIONAL EXECUTIVE COMMISSIONER
KENYA SCOUTS ASSOCIATION
P.O BOX 41422- 00100
NAIROBI**

OR

Send an application via email to recruitment@kenyascouts.org

So as to reach him not later than Friday 31st May, 2019

Candidates shortlisted for interview will be required to produce:

1. A certificate of Good Conduct from the Directorate of Criminal Investigations
2. Food Handlers Medical certificate

The Kenya Scouts Association is an Equal Opportunity Employer. Please note that only shortlisted candidate's will be contacted. Any form of canvassing will lead to automatic disqualification.