



KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We wish to invite qualified applicants for the following Cafeteria positions:

S.N.	Ref.	Section	Designation
1	KHSL/CS/1/1/2024	Cafeteria	Pastry Chef
2	KHSL /CS/2/1/2024	Cafeteria	Cook
3	KHSL /CS/3/1/2024	Cafeteria	Cashier

FURTHER DETAILS

Pastry Chef: KeMU/KHSL/CS/1/1/2024

Duties and Responsibilities:

- Preparing a wide variety of food items such as cakes, cookies, pies, bread etc. following standardized and modern recipes
- Preparation of all pastries and snacks for functions, fresh fruit cuts, salads, desserts and tea snacks.
- Creating new and exciting desserts to refresh existing menus and engage the interest of customers
- Modify recipes to meet customers' needs and requests
- Decorating pastries using different icings, toppings etc. to ensure the presentation will be beautiful and exciting
- Participate in menu planning and development
- Be accountable for food preparation ingredients
- To execute food control standard in dispensing the established food and pastries portion.
- Ensure that waste is kept at minimal levels by using creative culinary and bakery methods.
- Monitoring of stocks for ingredients and make appropriate orders
- To observe safety precautions and kitchen hygiene set standards during food preparation.

- xii. Perform and ensure opening and closing duties are done accordingly.
- xiii. Provide guidance to interns and kitchen stewards.
- xiv. Take kitchen responsibilities in the absence of the head chef
- xv. Perform any other duties assigned by the supervisor.

Qualifications and Skills:

- i. KCSE Certificate with a mean grade of C-.
- ii. Diploma in Food & Beverage production & Service or its' equivalent
- iii. 3 years' experience as a pastry cook preferably in a busy star rated hotel or comparable organization
- iv. Must have a valid food handlers' certificate.
- v. Knowledgeable of food safety regulations.
- vi. Ability to work in a fast-paced environment and can multi task.
- vii. Attention to detail, creativity, passion and sense of business.
- viii. Ability to use slicers, mixers, grinders, food processors and other kitchen equipment.

Cook: KeMU/KHSL /CS/2/1/2024

Duties and Responsibilities:

- i. Set up workstations with all needed ingredients and cooking equipment
- ii. Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting/deboning meat etc.)
- iii. Prepare meals using various utensils/cookers
- iv. Ensure great presentation by dressing dishes before they are served
- v. Serve customers
- vi. Keep a sanitized and orderly environment in the kitchen
- vii. Follow health and safety guidelines
- viii. Monitor stock and place orders when there are shortages
- ix. Ensure all food and other items are stored properly
- x. Participate in menu planning and development.
- xi. Able to effectively control the Food & Beverage Cost.
- xii. Control the Food and Beverage outlets in terms of wastage, pilferage and efficiency.
- xiii. Participate in stock taking at the Cafeteria.
- xiv. Perform any other duty assigned by the supervisor.

Qualifications and Skills:

- i. KCSE Certificate with a mean grade of D+.
- ii. Qualification from a culinary school will be an advantage
- iii. Proven experience as cook (3 years' experience as a cook preferably in a busy star rated hotel or comparable organization)
- iv. Valid food handlers' certificate
- v. Computer literate
- vi. Attention to detail, creativity, passion and sense of business.
- vii. Knowledgeable of food safety regulations.

- viii. Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
- ix. Ability to work in a fast-paced environment and multi task
- x. Ability to work in a team
- xi. Excellent physical condition and stamina

Cashier: KeMU/KHSL /CS/3/1/2024

Duties and Responsibilities:

- i. Resolving customer complaints or issues.
- ii. Putting takeout orders in containers or bags.
- iii. Processing discounts and coupons.
- iv. Assisting with or taking customer orders.
- v. Booking reservations.
- vi. Completing any return transactions
- vii. Maintaining cleanliness in register stations and tables
- viii. Closing or cashing out the register at the end of the day
- ix. Overseeing customer order completion
- x. Assisting kitchen staff as needed
- xi. Processing payments and providing change and receipts
- xii. Perform any other duty assigned by the supervisor.

Qualifications and Skills:

- i. KCSE Certificate with a mean grade of D+.
- ii. Computer literate
- iii. 1 years' experience as a cashier in a star rated hotel or comparable organization.
- iv. Certificate in food and beverage production and service or its equivalent from a recognized institution would be an added advantage.
- v. Ability to work with minimum supervision.
- vi. Above 25 years.
- vii. Active individual with good public relations and high integrity.

How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address application.january24@kemu.ac.ke
2. Three hard copies marked as per the position should be sent to:

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **30th January 2024**. Only shortlisted candidates will be contacted.

The shortlisted candidates will be required to bring the following:

- i. Ethics and Anti-Corruption Commission.
- ii. Certificate of Good Conduct from Criminal Investigation Department.
- iii. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are committed to Christian values and are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.