



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

HEAD COOK GRADE 6/7 (BC), STUDENTS CATERING DEPARTMENT, CENTRAL ADMINISTRATION, AD/5/94/24 – 12 POSTS

Applicants shall be holders of a KCSE Certificate or its equivalent, Diploma in Food Production, or equivalent qualifications from a recognized learning Institution, Possess a certificate in Food Production. They should have five (5) years' experience as a Senior Cook grade AB.

Duties and responsibilities:

The successful candidate will among other assignments be expected to: be preparing and assembling ingredients for menu items, Preparing high-quality meals and food items according to University recipes, Storing excess food at the correct temperature in order to avoid spoilage, Ensuring that food portions and food presentation meet University standards, Ensuring that cooking utensils are clean before each use; ensuring Cleaning and sterilizing of food preparation areas, Assisting other cooks to ensure that food orders are completed in a timely manner, Efficiently resolving problems with customers' orders and Ensuring that food health and safety regulations are followed.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-hccdpt@uonbi.ac.ke

CLOSING DATE: FRIDAY, JUNE 14, 2024

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**