



# ASSISTANT STOREKEEPER

## Job Requirements

- ❖ A minimum of a form four certificate with C- and above in both English and mathematics, some practical experience working in the stores or any equivalent combination of experience sufficient to perform duties.

## Job Description

- ❖ Strong verbal and written communication skills
- ❖ Ensure that the dry goods store, the chillers, freezers and the chemical stores are kept neat and tidy at all times.
- ❖ Perform a monthly stock take at the end of every calendar month and you shall submit your stock sheets to the materials controller.
- ❖ To assist storekeeper to receive requisition orders from the various department heads, to prepare them for issuing them to the respective departments.
- ❖ To keep a tight control on stock movements and to have all items inventoried and issued correctly at all times. To clean according to schedule and as necessity arises.

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# KITCHEN STEWARD

## Job Requirements

❖ Minimum of a form four certificate and experience sufficient to perform job duties may be considered.

## Job Description

- ❖ Able to show initiative and have good interpersonal skills.
- ❖ Have knowledge of cleaning chemicals on all surfaces and utensils
- ❖ Able to interact with personnel from other departments
- ❖ Be physically fit and be able to pass pre – employment and Medical examinations
- ❖ Ability to listen and learn skills required in carrying out a Kitchen assistant/stewards duties
- ❖ Ability to work for long hours
- ❖ Supervises kitchen staff not actively engaged in cooking to ensure clean, efficient, and economical food service.
- ❖ Guard against wastages.
- ❖ Takes inventories of silverware and glassware.
- ❖ Reports shortages and requisitions replacement of equipment .

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# ASSISTANT COOKS

## Job Requirements

❖ Minimum of a form four certificate and experience sufficient to perform job duties may be considered or Certificate or Diploma of related field.

## Job Description

- ❖ Able to show initiative and have good interpersonal skills
- ❖ Able to interact with personnel from other Departments
- ❖ Be physically fit and be able to pass pre-employment and medical examinations.
- ❖ Clean the cooking range after each use or as per the cleaning schedules.
- ❖ **Storage and disposal of food.** An Assistant Cook is responsible for the storage of food in the appropriate conditions.
- ❖ **Recording Supply Use.** Assistant Cooks will be asked to keep track of what supplies they use to help in re-ordering supplies as necessary.
- ❖ **Clean and prepare cooking station.** The Assistant Cooks will be responsible for his or her own station, ensuring that all items are appropriately cleaned and ready for use before and after each shift. During food service, the Assistant Cook is responsible for keeping the station in working order and fully stocked.
- ❖ **Food preparation.** The Assistant Cook is responsible for preparing items prior to a meal service, such as chopping vegetables, butchering meat, or cleaning food.
- ❖ **Maintain Sanitation Standards.** The Assistant Cook is responsible for ensuring that the kitchen meets sanitation standards as set by the Executive Chef and local regulatory bodies.

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# MESS SUPERVISOR

## Job Requirements.

- ❖ Minimum of a form four certificate and experience sufficient to perform job duties may be considered or
- ❖ Certificate or Diploma in related field.

## Job Description

- ❖ Must have sound knowledge of food & beverage products
- ❖ Should have practical experience as a supervisor in the restaurant or bar field.
- ❖ Able to show initiative and have good interpersonal skills.
- ❖ Must have refined skills in public relations
- ❖ Be physically fit and be able to pass pre-employment and medical examinations.
- ❖ Must have Good written and oral communication skills in English language.
- ❖ Ability to listen and learn skills required in performing supervisory' duties.
- ❖ Ensure that all cutlery is Clean and polished before service
- ❖ Ensure that all food and beverage orders are delivered in a timely manner to the clients

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# WAITER / WAITRESS/MESS SERVERS

## Job Requirements

- ❖ Minimum of a form four certificate or/and experience sufficient to perform job duties may be considered.
- ❖ Certificate in related field.

## Job Description

- ❖ Must have refined skills in public relations and interpersonal skills.
- ❖ Be physically fit and be able to pass pre-employment and medical examinations.
- ❖ Good command of written and oral communication.
- ❖ Ability to listen and learn skills required in performing supervisory' duties.
- ❖ Assist service delivery in food areas and ensuring that these areas are maintained at an acceptable level of cleanliness and Ensure that all tables have been set up properly in the mess/restaurant.
- ❖ Will be required to promptly replenish the Food in the Buffet line or clean the dining area after staff and crew finish their meals.
- ❖ Mess dining areas should be cleaned and prepared before and after the set meal hours or during meal service hours.
- ❖ Follow proper service etiquette; be polite, friendly and professional.

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# GROUND'S MAN

## Job Requirements

- ❖ Minimum of a class 8 Certificate and experience sufficient to perform job duties may be considered
- ❖ Able to do manual work.

## Job Description

- ❖ Must have refined skills in public relations and interpersonal skills.
- ❖ Creative, self motivated, proactive and confident
- ❖ Be physically fit and be able to pass pre-employment and medical examinations.
- ❖ Quick learner.
- ❖ ensure that litter picking is done on a daily basis for general cleanliness of the ground.
- ❖ ensures that the grease trap are emptied daily and appropriately disposed off in the burial site and checklist signed.

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# ROOM STEWARDS

## Job Requirement.

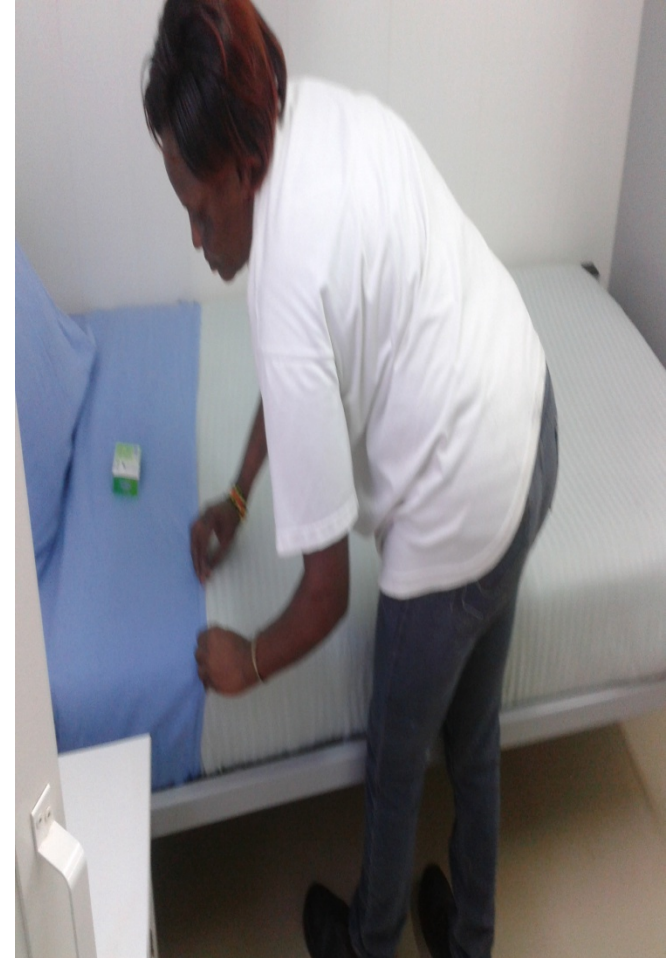
- ❖ Minimum of a form four certificate or/and experience sufficient to perform job duties may be considered.
- ❖ Certificate in related field.

## Job Description

- ❖ Be physically fit and able to pass pre-employment and medical examinations.
- ❖ Removes used sheets and pillowcases from the bed and replaces with clean linens.
- ❖ Must have good communication skills.
- ❖ Ability to listen and learn skills required in performing duties satisfactorily.
- ❖ Maintains clean and orderly Room at all times as per required standard.
- ❖ Reports immediately any faulty or broken equipment

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# LAUNDRY ATTENDANTS

## Job Requirements.

❖ Minimum of a form four certificate or/and experience sufficient to perform job duties may be considered.

## Job Description.

- ❖ Tag and check in all dirty laundry / linen into the laundry
- ❖ Safe storage and use of laundry agents including correct cleaning agents used in correct quantities for each task.
- ❖ Read the labels on all garments to determine their handling e.g. what temperatures for washing, what detergents & what temperatures for ironing.
- ❖ Ensures correct storage and rotation of clean linen.
- ❖ Wash the laundry properly using the available equipment.
- ❖ Be physically fit and able to pass pre-employment and medical examinations.
- ❖ Must have Good communication skills.
- ❖ Inspects and identifies linen items for replacement .

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# SHOP ASSISTANT

## Job Requirements

- ❖ A minimum of a form four certificate with C- and above in both English and mathematics, some practical experience working in the stores or any equivalent combination of experience sufficient to perform duties.
- ❖ Organisation and planning skills.

## Job Description

- ❖ Strong verbal and written communication skills
- ❖ Taking payments customers, giving change, helping customer and wrapping gifts and purchases
- ❖ Most of the time answering customer's enquiries and giving advice about products to customers
- ❖ Listening to customers' needs and requests, which can indicate new sales opportunities
- ❖ Performing daily stock stake and submit stock sheets to the Camp Manager.
- ❖ Submitting daily sales to Camp Manager.
- ❖ Making payments and giving change.
- ❖ Book-keeping.

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