



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)
P.O Box 7674 – 00100, Nairobi
www.kutrrh.go.ke

CAREER OPPORTUNITIES

JOB DESCRIPTIONS FOR VACANT POSITIONS IN GATUNDU LEVEL 5 HOSPITAL

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation registered under Legal Notice Number 4 of the State Corporations Act Cap 446. At Gatundu Level 5 Hospital, an Annex of Kenyatta University Teaching Referral and Research Hospital, we seek to engage qualified staff on **full time 3-year performance-based renewable contract** for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

1. DEPUTY CATERING MANAGER - V/FT/38/2022 – 1 POST

Job Description

The Deputy Catering manager will supervise the catering team to deliver an outstanding service to patients and clients. The person will handle administrative roles relating to food preparation, staff, inventory, maintaining operational standards and more. The professionals also plan menus with the assistance of the patients' dietitian and kitchen staff.

Duties and Responsibilities

- i. Implement catering policies
- ii. Ensure that the hospital catering department is well stocked at all times.
- iii. Manage and supervise catering staff and coordinate food orders.
- iv. Schedule catering staff shifts.
- v. Price menu items
- vi. Order food supplies and catering equipment, as needed.
- vii. Train catering staff on prep work and food plating techniques.
- viii. Keep weekly and monthly cost reports.
- ix. Ensure Compliance with Health & Safety Standards related to the hospitality industry.

Minimum Qualifications and Experience

- i. Bachelor's Degree in Hospitality Management.
- ii. Proficiency in computer applications.
- iii. Proven work experience as a Kitchen Manager, Restaurant Manager or Head Chef
- iv. Three (3) years Hands-on experience with planning menus and ordering ingredients
- v. Knowledge of a wide range of recipes.
- vi. Familiarity with kitchen sanitation and safety regulations.
- vii. Ability to manage a team in a fast-paced work environment.
- viii. Flexibility to work during evenings and weekends.
- ix. At least two (2) years of proven work experience as a Kitchen Manager, Restaurant Manager or Head Chef.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Leadership skills
- vi. Conflict management abilities

2. HEAD CHEF - V/FT/39/2022 – 1 POST

Job Description

The Chef will be responsible to ensure hospital functions and events have their catering needs adequately addressed. Should be work with nutritionists and doctors preparing standard menus for all patients and delivering meals on time according to hospital deadlines.

Duties and Responsibilities

- i. Work with the Kitchen Manager in creating standard weekly menu for patients based on instructions from nutritionist.
- ii. Supervise kitchen staff to make sure that the kitchen was always clean.
- iii. Supervise food prep and cooking.
- iv. Check food plating and temperature.
- v. Establish portion sizes.
- vi. Schedule kitchen staff shifts.
- vii. Price menu items in collaboration with the Restaurant Manager.
- viii. Order food supplies and kitchen equipment, as needed.
- ix. Train kitchen staff on prep work and food plating techniques.
- x. Store food products in compliance with safety practices (e.g. in refrigerators).
- xi. Keep weekly and monthly cost reports.
- xii. Maintain sanitation and safety standards in the kitchen area.

Minimum Qualifications and Experience

- i. Diploma in Food & Beverage Production.
- ii. Proficiency in computer applications.
- iii. Two (2) years hands-on experience with planning menus and ordering ingredients.
- iv. Knowledge of a wide range of recipes.
- v. Familiarity with kitchen sanitation and safety regulations.
- vi. Ability to manage a team in a fast-paced work environment.
- vii. Flexibility to work during evenings and weekends.
- viii. At least three (3) years working experience as a as a Chef.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills

- v. Leadership skills
- vi. Conflict management abilities

3. SERVICE SUPERVISOR - V/FT/40/2022 – 1 POST

Job Description

Hospital food service managers provide leadership in Food & Beverage Service within the hospital. This person will handle administrative roles relating to food preparation, staff, inventory, maintaining operational standards, and more. The professionals also plan menus with the assistance of the patients' dietitian and kitchen staff. A good food service manager must demonstrate exceptional interpersonal skills in their duties.

Duties and Responsibilities

- i. Order food and beverages, equipment, and supplies.
- ii. Oversee food preparation, portion sizes, and the overall presentation of food.
- iii. Inspect supplies, equipment, and work areas.
- iv. Ensure that employees comply with health and food safety standards.
- v. Direct the presentation of food to patients and hospital functions.
- vi. Ensure that the meals are adequately varied, nutritious, and suit the specific needs of individual patients.
- vii. Maintain high standards of service and ensuring satisfaction. They also arrange regular maintenance and cleaning services, including pest control.
- viii. To help staff serve patients during busy periods.

Minimum Qualifications and Experience

- i. Diploma in Food & Beverage Production.
- ii. Proficiency in computer applications.
- iii. Knowledge of a wide range of recipes.
- iv. Familiarity with kitchen sanitation and safety regulations.
- v. Ability to manage a team in a fast-paced work environment.
- vi. Flexibility to work during evenings and weekends.
- vii. At least two (2) years of working experience as a Service Supervisor.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Leadership skills

4. COOKS - V/FT/41/2022 – 3 POSTS

Job Description

A hospital cook works in the same capacity as any other cook in a hotel, restaurant or a café. The work of a hospital cook involves cooking nutritious meals for patients, according to their healthcare plans. This person will also attend to other hospital catering needs.

Duties and Responsibilities

- i. Look through each patients' diet plan and determine what ingredients will be required.
- ii. Prepare food items by cutting, chopping, marinating, and cubing meats, vegetables, and fruits.
- iii. Make soups and stocks, according to specified recipes, making sure that the right amount of seasoning is used.
- iv. Assist the hospital management in creating recipes, along with help from doctors and other healthcare professionals.
- v. Cook nutritious meals according to standardized protocols ensuring that cleanliness is given the highest priority.
- vi. Perform portioning activities on trays or platters, by following set instructions, on a per-patient basis.
- vii. Ensure that patients' meals are delivered to them promptly so that they can take their medicines on time.
- viii. Oversee the cleanliness and sanitization of kitchen areas, such as counters, floors, and walls.
- ix. Perform predictive, preventative, and regular maintenance on kitchen appliances such as stoves, ovens, grills, fridges, and freezers.
- x. Timely perform food rotation activities so that food spoilage is kept in check.

Minimum Qualifications and Experience

- i. Diploma in a Food & Beverage Production.
- ii. Proficiency in computer applications.
- iii. Knowledge of a wide range of recipes.
- iv. Familiarity with kitchen sanitation and safety regulations.
- v. Flexibility to work during evenings and weekends
- vi. At least two (2) years related experience in a similar institution or star rated hospitality establishment.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills

5. WAITERS - V/FT/42/2022 – 3 POSTS

Job Description

Attends to needs of patients admitted to a hospital; attends to Food & Beverage service needs of other hospital functions. It is also the responsibility of a hospital room service attendant to make sure that meals are prepared according to each patient's nutritional needs

Duties and Responsibilities

- i. Confer with patients about their food preferences and create records of conversation for future reference.
- ii. Discuss patients' dietary needs with doctors or nurses to gauge the type of meals that need to be prepared.

- iii. Provide patients with information on what each food item prescribed by the doctor contains and how it is suitable for their condition.
- iv. Verify from patients if they have any food allergies and make appropriate notes.
- v. Prepare each patient's food order according to the specific diet plans specified by the doctor.
- vi. Make sure that the food is as tasty as possible so that patients develop a liking to it.
- vii. Prepare food trays by measuring out appropriate portions of each food item.
- viii. Refer to notes to determine if any drinks or beverages are allowed to individual patients.
- ix. Deliver foodservice trolley to patients' rooms and provide them with information about what the menu and ingredients consist of.
- x. Ask patients if they would like any additional allowed food items on the foodservice trolley from next time onwards.
- xi. Take the foodservice trolley back to the kitchen and handle any leftovers according to what the hospital policy dictates.
- xii. Clean and sanitize plates, dishes, and flatware.
- xiii. Make sure that all work areas are cleaned and sanitized appropriately.
- xiv. Take feedback from patients regarding food items offered to them and relay information to the hospital food service manager.

Minimum Qualifications and Experience

- i. Diploma in a Food & Beverage Production.
- ii. Proficiency in computer applications.
- iii. Familiarity with kitchen sanitation and safety regulations.
- iv. Flexibility to work during evenings and weekends.
- v. At least two (2) years related experience in a similar institution or star rated hospitality establishment.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills

6. STEWARDS - V/FT/43/2022 – 3 POSTS

Job Description

As a Catering Steward you will kitchen Supervisor in all stewarding related matters in the back of house areas concerning food and beverage, cleaning of equipment and ensuring all work areas are hygienically clean.

Duties and Responsibilities

- i. Assisting with sweeping, mopping, and polishing the catering areas and equipment.
- ii. Cleaning the stoves, ovens, pots, pans, grills, and refrigerators.
- iii. Washing dishes, glasses, and cutlery & polishing silver when necessary.
- iv. Assisting with unloading and storing stock.

Minimum Qualifications and Experience

- i. Diploma in a Food & Beverage Production or Home Economics.
- ii. Proficiency in computer applications.
- iii. Familiarity with kitchen sanitation and safety regulations.

- iv. Flexibility to work during evenings and weekends.
- v. Highly responsible & reliable.
- vi. Ability to work well under pressure in a fast-paced environment.
- vii. Ability to focus attention on guest needs, remaining calm and courteous at all times.
- viii. Proficiency in computer applications.
- ix. At least two (2) years related experience in a similar institution or star rated hospitality establishment.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Strong interpersonal and problem-solving abilities.

If your background and competencies match the specifications of the above positions, please apply online via: www.kutrrh.go.ke/careers OR send hard copies of your *Application Letter, Curriculum Vitae, and Filled Application Form* and *Licence ONLY* to the address below:

**The Chief Executive Officer
Kenya University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya**

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you must attach the *Application Letter, CV, Filled Application Form, and licence* when you apply online via the portal.

The deadline for the receipt of all applications is **17th March 2022**.

Only shortlisted candidates will be contacted. All successful candidates must fulfil the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for University graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer.

YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY