

**NYANZA CLUB KISUMU**

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***All correspondence to be addressed to the Secretary***

**RECRUITMENT**

**COOK**

**Positions:           -1**

**Terms of Service:- 1 Year Contract**

**Duties and Responsibilities**

1. Preparation of raw foods for cooking;

2. Cleanliness of equipment used in production;

3. Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;

4. Setting up and preparing equipment for use in food preparation and production;

5. Alerting the supervisor of any defective equipment.

**Requirements for Appointment**

1. Have Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and

2. Have Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution; or

3. Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized
Institution.

**ASSISTANT CHEF**

**Positions:           - 1**

**Terms of Service: - 1 Year Contract**

**Duties and Responsibilities**

* Assisting the chef in achieving best quality in food production.
* Assisting the chef to carry out control of product quality, food preparation technology, and raw food product laying norms.
* Sharing responsibility for quality of prefabricates and food produced by the kitchen with the head Chef.
* Helping the head Chef organize and conduct training for cooking methods and support the training of kitchen personnel.
* Preparation of raw foods for cooking;
* Setting up and Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
* Knowledge of hygiene and safety standards regarding food preparation and storage
* Cook food in a timely manner and ensure appealing plate presentation.
* Delegate tasks to kitchen staff.
* Inform wait staff about daily specials.
* Knowledge of cooking techniques and methods.
* Knowledge of hygiene and safety standards regarding food preparation and storage.
* Managing inventory

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**Requirements for Appointment**

1. Posses a diploma/degree in Food Production from a recognized training institution.+ and experience working in a kitchen.
2. Have Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution; or
3. Have Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and experience working in a kitchen.

**INTERN SUPPLY CHAIN MANAGEMENT OFFICER**

**Positions: - 1**

**Duties and Responsibilities**

1. Assist in the preparation of request for quotation, Initiation of bids, Request for proposal and coordination of their timely dispatch

2. Prepare LPO and LSO

3. Register all documents and handle all customers and supplies data base

4. Prepare reports concerning supply chain management operations

5. Assist the DSCM in maintaining current up to date procurement documents and manuals

6. Routing, copying and circulation of quotes, bids and proposal for evaluation, documents and manuals

7. Researching on pricing, obtaining quotes locally on low value items

8. Assist in coordination of the selected bidder to ensure completion of administrative processes including bid security, contract award notice and distribution of contract documents accordingly

9. Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract

10. Preparation of the management information and statistical reports

11. Check and classify the precedence of requisition and process as priority setting of the goods and services needed.

12. Coordinate with departments and make sure the right goods/services are acquired

13. Provide purchased goods/services to the responsible receiving office and do all actions for completing the process

14. Maintain appropriate records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability and audit purpose

15. Perform other duties related to the field as assigned by the Director, Supply Chain Management.

**Requirements for Engagement**

Nyanza Club Intern policy shall apply.

**Applications to reach the undersigned through the address provided above or by hand delivery to the Human Resource office or the Top Club Milimani Main Reception by Wednesday December 5th 2021.**

**Amb. Dave O. Arunga**

**SECRETARY**