



ASN Upendo Village

HIV/AIDS Women Project-Kenya

P.O Box 1919 - 20117

Naivasha,
Kenya

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4th September 2025

ASN Upendo Village, Naivasha is seeking to recruit for the position of a **Cateress** whose major responsibilities are summarized below.

- Preparing the department budgets i.e weekly and monthly budgets
- Participating in support groups meetings to ensure that clients meals are well prepared and distribution of nutritional supplement to clients is fairly done.
- Supervision of the Housekeeping department staff and ensure high quality service standards are met
- Coordinate the cleanliness of the kitchen and all the buildings within the compound.
- Ability to prepare proper meals for guests and staff on time.
- Maintain and upgrade strict hygiene and sanitation practices and levels.
- Monitor the use of stock on a daily basis to avoid wastage.
- Keeping records of the kitchen equipment and preparing periodical inventory reports, ensure proper handling and continuous maintenance of equipment.
- In liaison with the Human Resource Department, develop a departmental work plan/timetable and ensuring that all the duties are performed in good time.
- Ordering nutritional supplements for clients and ensuring they are available at all times.
- Doing shopping on weekly basis for departmental goods/items.
- Compiling departmental bi-monthly and annual reports and presenting them on time.
- Perform any other duty as may be assigned.

Required Profile

- Diploma in Food & Beverage Production and Service or Diploma in Catering and Accommodation Management.
- KCSE C- minus and above
- Proficiency in computer applications.
- At least two- years relevant experience in a similar role

Personal Qualities

Excellent organizational skills, time-management skills, high standards of personal hygiene, the ability to multitask, a friendly- hospitable personality, high level of written and verbal communication skills, natural leadership and motivational skills.

If interested please send your

Cover letter (**indicate your salary expectation**), Curriculum Vitae, Academic certificates and testimonials to hr@asnupendovillage.com on or before 15th September, 2025.

Disclaimer ASN Upendo village is an equal opportunity employer and does not discriminate on any basis. Only shortlisted candidates will be contacted.

