



**GERMAN SCHOOL NAIROBI – COOK ADVERT**

**1.Role Details:**

Role Title: **Cook**

Department or Function: **Cafeteria**

Role Reports to: **Head of Cafeteria**

Location: **German School, Nairobi**

Job Capacity: **40 hours per week**

Current Job Holder: **Vacant**

**ROLE PURPOSE & ACCOUNTABILITIES**

We're seeking an experienced **Cook** to prepare, cook and serve food as instructed by the Head Kitchen & Cafeteria in accordance with defined standards and quality regarding health safety and hygiene legislation and in line with the school's Health and Safety policy with the aim of achieving high standards of customer care and good quality at low cost. **The Roles and Responsibilities are outlined as below:**

**Supervisory**

- Preparing, cooking and serving food to meet the specifications as defined by the school. Tasks include meeting the meal requirements of the staff and students and any special, emergency and function catering
- Meeting all statutory requirements for German School Nairobi and City Council of Nairobi by laws
- Ensuring that all service staff have full knowledge of dishes regarding ingredients, cooking methods, correct portion sizes and selling prices
- Supervising and assisting with cleaning duties as required by the Head of Kitchen & Cafeteria including general washing up and clearing away.

**Administration**

- Ensuring the Schools Health & Safety policy and all relevant Health & Safety legislation is applied effectively to all activities undertaken by members of the Catering Department
- Monitoring, organizing and maintaining appropriate stock control levels in all areas including records of monthly stocktaking

**Performance**

- Following the Head of Kitchen & Cafeteria's instructions in producing and serving food to meet the school's nutritional standards
- Preparing and handling and serving of food in large quantities
- Utilizing all food stocked to the fullest extent possible
- Advising of any repairs needed to equipment
- Keeping Head of Kitchene & Cafeteria informed of pertinent situations

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**Qualifications**

- KCSE or equivalent High School Certificate with a mean grade of B and above
- Completed Professional Training, with a Certificate



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- At least 3 years of work experience in a similar role
- Excellent oral and communication skills
- Competent level of computer literacy especially Microsoft Office
- Ability to manage processes and maintain accurate records
- Must have good organizational skills so as to handle work in an efficient and timely manner
- Ability to work independently and maintain flexibility in working hours
- Ability to coordinate tasks to meet deadlines
- Must have good interpersonal skills

**We are an equal opportunity employer**

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local laws.

**SALARY AND BENEFITS OFFERED**

- An interesting working environment
- Appropriate salary
- One year service contract and optional extension

**APPLICATION PROCEDURE AND CONTACT PERSON**

Your application, accompanied by a Curriculum Vitae, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later **15<sup>th</sup> July, 2022** via email to: [applications@germanschool.co.ke](mailto:applications@germanschool.co.ke)