



INTERNAL ADVERT

Job Title: ASSISTANT CAFETERIA SUPERVISOR

Department: CAFETERIA

Reporting to: CAFETERIA MANAGER

Basic job summary:

To assist the Cafeteria Supervisor in the coordination and supervision of the cafeteria operations and all other events carried out at the cafeteria.

Duties & Responsibilities:

1. Supervise and manage all staff in the service area, kitchen, and staff involved in the cafeteria operations.
2. Debrief all cafeteria staff on a daily basis to ensure that all stations are manned and work flows smoothly;
3. Accountability for all the resources provided for the special functions and reconciliation of cutlery, crockery, linen and all other resources as required.
4. Maintain proper and accurate records of stock (food serving) movement from the cafeteria and ensuring that optimal portions are maintained.
5. Interpret and the reconcile reports and reporting discrepancies to the catering manager on a daily basis.
6. Oversee daily cleaning and sanitization of the cafeteria.
7. Maintain a smooth workflow by making sure that the catering department is properly equipped and in good working condition at all times.
8. Train new and casual staff engaged in the cafeteria operations
9. Assist in printing the daily menus to be displayed in the service area;
10. Oversee the maintenance of a courteous standard of service by the catering staff.
11. The post holder will carry out any other duties as are within the scope, spirit and purpose



PEOPLE & CULTURE ANNOUNCEMENT



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of the job as requested by the Head of Department.

Minimum Academic Qualifications:

- Diploma in Food Production or any other related field from a recognized institution
- Professional course in supervisory skills will be an added advantage

Experience:

- At least 2 years relevant work experience in a busy environment

Competencies and Attributes

- Team Leadership Skills
- Attention to detail
- Customer Service Skills
- Good Communication and Interpersonal Skills
- Problem Solving Skills

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “Assistant Cafeteria supervisor” on the subject line to recruitment@strathmore.edu by **13th April 2025**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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