



COUNTY GOVERNMENT OF NAKURU
COUNTY ASSEMBLY OF NAKURU
OFFICE OF THE
CLERK TO THE ASSEMBLY/CASB SECRETARY

CONTRACTUAL VACANCY

The County Assembly Service Board is a body corporate established under Section 12 of the County Governments Act (2012). The Board is inter-alia, mandated by law to constitute offices in the Assembly service. Consequently, the Board invites applications from suitably qualified Kenyans to fill the following vacant positions on contractual terms:

COOK III: CASB 13 – (ONE POSITION – CONTRACTUAL) CONSOLIDATED MONTHLY SALARY KSHS 25,950

a) Duties and responsibilities:

- Preparation of food items adhering to the menu and following food health and safety procedures;
- Preparation of meal plans and following established recipes;
- Production of food for the day;
- Operating grills, ovens and friers;
- Recommending ideas for special or seasonal dishes;
- Storing all food properly;
- Sanitizing and cleaning work stations and utensils;
- Reordering stock and food supplies;
- Taking orders from the waiters and fulfilling them;
- Any other duties that may be assigned to you from time to time.

b) Requirements for appointment:

- For appointment to this grade a candidate must be in the possession of:

- Kenya certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification;
- Certificate in Food Production from Kenya Utalii College or its equivalent recognized institution;
- Shown merit and ability as reflected in work performance and results; and
- Show evidence of prior work experience in a busy kitchen.

WAITER III: CASB 14 – (TWO POSITIONS – CONTRACTUAL) CONSOLIDATED MONTHLY SALARY KSHS 24,730

a) Duties and responsibilities:

- Cleaning the cafeteria and all cooking and serving utensils;
- Serving food, drinks and presentation of bills in the assembly cafeteria;
- Assisting various support staff in their duties including washing dishes, serving tea/snacks in the offices and general cleaning in the offices;
- Assisting cooks and chefs in the preparation of food items;
- Any other duties relating to your work that may be assigned to you from time to time.

b) Requirements for appointment:

For appointment to this grade, a candidate must be in possession of:

- Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;
- Food and Beverage Sales and Service Certificate from a recognized institution;
- Shown merit and ability as reflected in work performance and results and;
- Proficiency in computer applications.

How to Apply:

Application letter, curriculum vitae, photocopies of relevant academic and professional certificates and licenses, national Identity Card or passport, testimonials and other relevant documents should be submitted in a sealed envelope and addressed to:

**THE SECRETARY,
COUNTY ASSEMBLY SERVICE BOARD
P.O. BOX 907 – 20100
NAKURU**

Applications can be submitted through either post or hand delivered to our offices at the Ugatuzi Plaza along Nakuru Eldoret highway to reach us on or before December 4th, 2023 at 5:00 pm.

County Assembly of Nakuru is an equal opportunity employer. Youth, women and persons living with disability, marginalized and minority communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Only shortlisted candidates will be contacted. The successful candidates will be required to provide copies of clearance certificates from the following institutions as per the requirements of Chapter Six of the Constitution of Kenya (2010):

- i. Directorate of Criminal Investigations (DCI)
- ii. Kenya Revenue Authority (KRA)
- iii. Ethics and Anti-Corruption Commission (EACC)
- iv. Credit Reference Bureau (CRB)

JANE WAWERU

CLERK/SECRETARY COUNTY ASSEMBLY SERVICE BOARD