



STAREHE GIRLS' CENTRE

Assistant Cook Vacancy - 1 Post

RE-ADVERTISEMENT

Date: 8th December, 2025

Applications are invited from suitably qualified individuals to fill the following post at Starehe Girls Centre.

ASSISTANT COOK

Key Qualifications/Experience

- ✓ Certificate or diploma in food production or catering from a recognized institution
- ✓ KCSE Mean Grade D+ (Plus) and above
- ✓ Minimum working experience at least 3 years
- ✓ Having worked in a learning institution or a hospital set up will be an added advantage

Key Responsibilities

- ✓ Assists in preparing, cooking, and serving food
- ✓ Operate specialized food service equipment.
- ✓ Assist in food production, service, and/or cleanup tasks as assigned.
- ✓ Observe safety and security procedures; report potentially unsafe conditions.
- ✓ Ensure that the kitchen, dining halls, equipment and utensils are all properly cleaned and correctly stored away and / or ready for collection each day
- ✓ Work with a team to fulfill duties allocated
- ✓ Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the head cook or his/her assistant.
- ✓ Assist with preparation of high-quality, tasty and appetizing food for pupils, visitors and staff
- ✓ Participate in all general catering and dining hall duties
- ✓ Ensure that all personal and food hygiene procedures are applied at all times.
- ✓ Any other duties allocated by the management

Application Process

Interested and qualified candidates are encouraged to submit their applications by following the specified steps. Submit your application by **21st December 2025**.

Step 1: (Online Form)

Click or Press the **GFORM** icon to fill the data form online.



Step 2: (Email Submission)

Submit an application letter and a curriculum vitae that includes the contact information of three referees. Additionally, copies of your certificates, testimonials, copies of your ID, and your KRA PIN. Send all documents to recruitment@starehegirlscentre.co.ke

