



STAREHE GIRLS' CENTRE

SCHOOL CATERESS VACANCY

Starehe Girls' Centre is a charitable institution incorporating a National High School and a skills training programme for girls. The Centre is committed to providing quality education, character formation, and holistic development for young women.

Starehe Girls Centre is seeking to recruit a qualified, competent, and dedicated individual to fill the position of: **School Cateress**

Reporting to: Administration Officer

Key Responsibilities

The successful candidate will be responsible for:

1. **Meal Planning and Preparation** – Developing nutritious and balanced menus and overseeing food preparation.
2. **Food Safety and Hygiene** – Ensuring compliance with food safety standards and maintaining high levels of kitchen hygiene.
3. **Kitchen and Inventory Management** – Managing food stocks, supplies, storage, and inventory records.
4. **Budgeting and Cost Control** – Monitoring food costs and ensuring efficient utilization of resources.
5. **Supervision and Team Coordination** – Leading, supervising, and coordinating kitchen staff to ensure effective service delivery.
6. **Student Welfare and Care** – Supporting the nutritional well-being of students through quality meal provision.
7. **Compliance with Health Regulations** – Ensuring adherence to all relevant public health, safety, and institutional regulations.
8. **Event and Hospitality Support** – Coordinating catering services for school functions, meetings, and special events.
9. **Equipment Maintenance and Safety** – Ensuring proper use, maintenance, and safety of kitchen equipment and facilities.

For a detailed Job Profile, and how to apply, please see the next page.

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SCHOOL CATERESS

Job Details

Job Title: School Cateress

Supervisor: Administration Officer

Scope

To support the health, wellbeing, discipline, and academic success of learners. Beyond preparing meals, the role involves nutrition management, hygiene, budgeting, teamwork and student care.

Job Location: Nairobi

Job Summary

A School Cateress manages all aspects of school meal services, from planning nutrition, budgeting, menus and ordering supplies, supervising kitchen staff, ensuring adherence to strict food safety and hygiene in the preparation and serving of meals for students, staff and visitors, maintaining equipment and managing the overall cleanliness of the dining and kitchen areas, often requiring strong organizational, communication, and supervisory skills.

Key responsibilities

The specific tasks will include:

1. Obtain a deep understanding of **The Starehe Way** and cascade it to all students, staff and all other interest groups.
2. **Meal Planning and Preparation**
 - a) Prepare balanced, nutritious, and appealing meals for students and staff.
 - b) Ensure meals meet dietary and nutritional standards for growing children/teens.
 - c) Plan menus according to school schedules, budgets, and available supplies.
 - d) Cater for special dietary needs where applicable.
3. **Food Safety and Hygiene**
 - a) Maintain high standards of cleanliness in the kitchen, dining areas, and food storage spaces.
 - b) Ensure food is prepared, stored, and served safely to prevent contamination and foodborne illnesses.
 - c) Enforce personal hygiene among kitchen staff.
 - d) Monitor expiry dates and proper storage temperatures.

4. Kitchen and Inventory Management

- a) Manage food supplies and kitchen stock efficiently.
- b) Keep records of food items received, used, and remaining.
- c) Prevent wastage through proper portion control and storage.
- d) Report shortages or damaged supplies promptly.

5. Budgeting and Cost Control

- a) Work within the allocated catering budget.
- b) Ensure economical use of food and kitchen resources.
- c) Compare prices and assist in procurement planning.
- d) Maintain accountability and transparency in food usage.

6. Supervision and Team Coordination

- a) Supervise cooks, kitchen assistants, and serving staff.
- b) Allocate duties and ensure smooth kitchen operations.
- c) Promote teamwork, discipline, and professionalism in the catering department.

7. Student Welfare and Care

- a) Ensure students receive meals on time and in adequate portions.
- b) Observe students' feeding habits and report concerns where necessary.
- c) Support the health and wellbeing of learners through proper nutrition.

8. Compliance with Health Regulations

- a) Ensure the kitchen complies with public health and safety standards.
- b) Participate in inspections and implement recommendations from health officers.
- c) Maintain necessary food handling certifications where required.

9. Event and Hospitality Support

- a) Prepare meals and refreshments during school functions, meetings, sports days, and special events.
- b) Support hospitality arrangements for guests and visitors.

10. Record Keeping and Reporting

Maintain records on:

- a) Daily meal production
- b) Food stock
- c) Kitchen expenses
- d) Staff attendance

- e) Equipment maintenance
- f) Submit reports to school administration when required.

11. Equipment Maintenance and Safety

- a) Ensure kitchen equipment is used correctly and maintained properly.
 - b) Report faults or hazards immediately.
 - c) Promote fire safety and safe working practices in the kitchen.
12. **Uphold "the good name of Starehe"** through engagement with and responsiveness to key stakeholders including sponsors/donors, international and local partners, Alumni, Government officials or other institutions keen on engaging with Starehe.
13. Undertake **any other duties and responsibilities** as may be assigned by the Deputy Director from time to time.

Academic, professional qualifications and experience

- 1. A diploma in Catering and Hospitality.
- 2. Knowledgeable in Food safety regulations (like HACCP), nutrition, and basic computer applications.
- 3. At least five years' experience in a busy catering environment; preferably a school set up.

Personal traits and attributes

- 1. Understand, internalize, own and fully committing to the mission of Starehe, and ethos that define The Starehe Way and essence of Starehe.
- 2. Highly reliable, creative, friendly and keen to detail.
- 3. Uphold personal integrity, and above all personal and collective responsibility and accountability.
- 4. Have a vision and passion for providing quality service to the Starehe girls.
- 5. A natural leader with strong organisational skills.
- 6. Commands presence demonstrates sound decision-making and judgement capabilities, integrity, resilience and is self-driven.
- 7. An inclusive team player demonstrating interactive engagement.

Application Process

Interested and qualified candidates are encouraged to submit their applications by strictly following the specified steps. Submit your application by **3rd August 2026**.

Step 1: (Online Form)

Click or **Press** the **Google Form** 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**