



MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ADMINISTRATION, FINANCE AND DEVELOPMENT)

DECLARATION OF VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from suitably qualified candidates to fill the vacant positions declared below.

INTERNAL ADVERTISEMENT FOR NON-TEACHING POSITIONS

DIRECTORATE OF STUDENT AFFAIRS

Cateress/Caterer	Grade Six (6)	Two (2) Positions MSU/ADM/DSA/01/26
Waiter	Grade Six (6)	One (1) Position MSU/ADM/DSA/02/26
Housekeeper	Grade Five (5)	Two (2) Positions MSU/ADM/DSA/03/26
Cateress/Caterer	Grade Five (5)	One (1) Position MSU/ADM/DSA/04/26
Assistant Cateress/Caterer	Grade Three (3)	Two (2) Positions MSU/ADM/DSA/05/26

MODE OF APPLICATION

Interested and qualified candidates should submit Ten (10) hard copies of the application, clearly indicating the reference number of the position for which the application is being made.

NB: Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view the detailed requirements. Further, they should submit comprehensive confidential performance reports from their respective Heads of Department, addressed to the Directorate of Human Resources.

Applications must be submitted on or before **27th February, 2026** and addressed to:

**The Deputy Vice-Chancellor,
Administration, Finance and Development,
Maseno University,
P. O. Box 333 – 40105,
MASENO.**

REQUIREMENTS FOR APPOINTMENT

Cateress/Caterer	Grade Six (6)	Two (2) Positions MSU/ADM/DSA/01/26
-------------------------	----------------------	--

Requirements for Appointment:

- A minimum of a Diploma certificate in Institutional Management, Hospitality Management or its equivalent from a recognized Institution; **OR**
- Advanced Certificate in Food Production/Beverage Sales or its equivalent from a recognized institution;
- At least Five (5) years' relevant work experience in Accommodation and Catering; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Regular consultations with the Senior Cateress on matters that affect catering services;
- Responsible for checking the quality of foodstuff delivered from suppliers;
- Ensure that staff work within the stipulated working hours and maintain a disciplined workforce under his/her jurisdiction;
- Ensure that staff have clean uniforms and are smartly dressed;
- Ensure that there is efficient planning and organization of activities for food and beverages in the kitchen units;
- Prepare the departmental duty and leave roasters;
- Plan and cost the daily menu;
- Ensure that Occupational Safety and Health Act is observed within the kitchen;
- Monitor the stock record levels and order supplies;
- Prepare departmental monthly reports;
- Induct new departmental staff; and
- Attend to the welfare of kitchen staff.

Waiter	Grade Six (6)	One (1) Position MSU/ADM/DSA/02/26
---------------	----------------------	---

Requirements for Appointment:

- A minimum of a Diploma qualification in Institutional Management, Hospitality Management or its equivalent from a recognized Institution; **OR**
- An advanced certificate in Food Production/Beverage Sales or its equivalent from a recognized institution;
- At least Five (5) years' relevant work experience in Accommodation and Catering; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Regular consultations with Senior Cateress on matters that affect catering services;
- Responsibility of checking the quality of service materials and equipment from the suppliers;
- Active involvement in menu planning;
- Responsible for induction of new waiters;
- Ensure cleanliness and hygiene of service equipment;
- Ensure all the waiting staff are well groomed and presentable; and
- Any other duty that may be assigned by the Senior Cateress.

Cateress/Caterer

Grade Five (5)

**One (1) Position
MSU/ADM/DSA/04/26**

Requirements for Appointment:

- A minimum of a Diploma certificate in Institutional Management, Food and Beverage Management or its equivalent from a recognized Institution; **OR**
- Advanced Certificate in Institutional Management, Food and Beverage Management or its equivalent from a recognized institution;
- At least Three (3) years' relevant work experience in Accommodation and Catering; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Prepare work plan, allocate duties and supervise staff under his/her supervision;
- Directly supervise functions in the various kitchen units;
- Responsible for control and safety of raw and cooked food stuff, equipment and or work area on a daily basis;
- Responsible for daily kitchen production and operation processes;
- Responsible for daily requisition of raw food and cleaning materials from the stores;
- Check daily deliveries, quantities and quality of all kitchen stores supplies at the point of receiving and advise the Senior Cateress on the findings;
- Responsible for smooth service of food to students; and
- Perform any other duties as may be assigned to them from time to time.

Housekeeper

Grade Five (5)

**Two (2) Positions
MSU/ADM/DSA/03/26**

Requirements for Appointment:

- A minimum of a Diploma certificate in Institutional Management or its equivalent from a recognized Institution; **OR**
- An advanced Certificate in Housekeeping and Laundry or its equivalent from a recognized institution;
- At least Three (3) years' relevant work experience in Accommodation and Catering; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Prepare working schedules
- for staff to meet peak and slack periods;
- Conduct daily inspection of all areas to maintain housekeeping standards and provide guidance on corrective action;
- Ensure smooth flow of supplies and repair in liaison with the Assistant Hostels Officer;
- Responsible for proper control of store materials;
- Carry out regular Hostel inspection;
- Responsible for high standards of cleanliness; and
- Any other duty that may be assigned by the supervisor from time to time.

Assistant Cateress/Caterer

Grade Three (3)

Two (2) Positions
MSU/ADM/DSA/05/26

Requirements for Appointment:

- A minimum of a Certificate in Institutional Management, Food and Beverage Production, or its equivalent from recognized Institution;
- Kenya Certificate of Secondary Education or its equivalent;
- At least One (1) year of relevant work experience in Accommodation and Catering; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Ensure that all staff adhere to set rules and Code of Practice;
- Supervise staff for efficient and quality service;
- Check the service counters and coordinate replenishing of food by the cooks;
- Perform any other duties assigned by the Cateress/Caterer or other senior officers in the department;
- Supervise all the staff under his/her jurisdiction; and
- Any other duty that may be assigned by the supervisor from time to time.

TERMS OF SERVICE

The Terms of service for these positions will be Permanent and Pensionable Terms.

MODE OF APPLICATION

Interested and qualified candidates should submit Ten (10) hard copies of the application, clearly indicating the reference number of the position for which the application is being made.

NB: Interested candidates should ENSURE submission of a comprehensive confidential performance report from their respective Heads of Department, addressed to the Directorate of Human Resources.

Applications must be submitted on or before **27th February, 2026** and addressed to:

**The Deputy Vice-Chancellor,
Administration, Finance and Development,
Maseno University,
P. O. Box 333 – 40105,
MASENO**