



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

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**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](http://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 **27<sup>th</sup> 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 rosters;
- 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.

**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.

**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 **27<sup>th</sup> February, 2026** and addressed to:

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