



VACANCY ANNOUNCEMENT: SCHOOL CATERING OFFICER

We are seeking a dynamic, experienced, and highly organized **School Catering Officer** to join our vibrant learning community. The successful candidate will oversee and coordinate catering services across both the **Primary and Secondary School sections**, ensuring the highest standards in food preparation, hygiene, and customer service.

Minimum Qualifications:

- A **Bachelor's Degree in Hospitality Management** or an equivalent qualification.
- A **Diploma in Hotel Management from Utalii College** will be considered a strong added advantage.
- At least **5 years of proven experience** in a similar role within a **private school setup**.

Key Responsibilities:

- Supervise daily operations of the catering departments in both **Primary and Secondary sections**.
- Plan and coordinate menus in line with health and nutritional standards.
- Oversee preparation and high-standard service of meals to **senior management, VIP visitors, and Board members**.
- Manage and mentor catering staff to deliver quality service and maintain high standards of hygiene and professionalism.
- Ensure compliance with all food safety regulations and health codes.
- Monitor inventory, budget, and procurement of catering supplies.

Key Attributes:

- Strong leadership and interpersonal skills.
- High standards of personal and professional integrity.
- Excellent organizational and time-management abilities.
- Ability to work under pressure and deliver exceptional service.
- Sound knowledge of food safety, nutrition, and dietary requirements.

Application Deadline:

All applications must be received **on or before Wednesday 20th August 2025**.

Interested candidates who meet the above requirements are encouraged to submit their **CV**, a **cover letter**, and **relevant academic and professional certificates** through the below Online Application Portal: <https://www.sunshineschool.sc.ke/schools/careers/>

Only shortlisted candidates will be contacted.