



## **JOB ADVERT – COOK**

**Reporting to: KITCHEN SHIFT LEADER, HEAD COOK.**

**Duty Station: CHAK Guest House, Nairobi**

### **Organizational Profile**

CHAK Guest House & Conference Centre is a development of the Christian Health Association of Kenya. We provide accommodation, restaurant and conference facilities to CHAK, individual & corporate clientele. Services are provided by a team of experienced and motivated professional staff. We embrace total quality management that is customer focused and that seeks to exceed customer expectations.

### **Job Purpose**

- The position holder will be responsible for preparation of quality and variety of meals in all the sections of the kitchen. Responsible for general cleanliness of the kitchen and work surfaces.

### **Key Responsibilities**

- Ensure mis en place in sufficient quality and quantity for the preparation of meals in the duty area allocated.
- Ensure that all food is prepared hygienically under the highest standards of food hygiene and safety.
- Work with the head cook and shift leader to ensure the efficient use of the food items issued, minimizing wastage, ensuring proper portioning and managing the overall production cycle to ensure food cost remains within the target margins.
- Ensure attractive and creative food presentation styles to all food items allocated.
- Support the service team in buffet service, ensuring guests are engaged and served in a friendly manner, food is well portioned to avoid wastage and the buffet stations are refilled timeously.
- Ensure the maintenance of clean and orderly kitchen work areas to the highest hygiene levels.
- Plan menus as may be assigned by the Head Cook or Shift Leader from time to time.
- Contribute toward the continuous design and creativity of recipes in order to assure clients of variety in the meals provided.
- Actively seek client feedback with the aim to improve and respond to client requests.
- Ensure proper planning and organization of duties allocated so as to produce food items in the time allocated and provide timely service to clients and groups.
- Liaise effectively with the other departments to ensure details of client requests are accurately followed. In particular, pay attention to the kitchen diary of bookings and note the day's bookings and any special requests.
- Ensure proper handover during shift handover and takeover.
- The kitchen is manned 24hours especially during peak periods. Liaise with the head cook for duty hours allocation which may change from time to time.
- Perform any other duties as may be assigned by management from time to time.

## Required Experience

- Certificate in food production/culinary skills
- At least 1 year in a busy commercial kitchen
- Organizational skills, customer service, creativity, interpersonal and leadership skills.

## Application Procedure

Kindly send your application using this link <https://recruitment.chak.or.ke/> by attaching your cover letter, CV and copies of certificates.

Please note, the attached documents should not exceed more than 2MBs to ensure successful submission of your application.

### **Applications should be addressed to:**

The General Secretary  
P.O. Box 30690 – 00100, Nairobi

In case of any challenges using the application link provided, please write to us on [hr@chak.or.ke](mailto:hr@chak.or.ke) stating the specific challenges experienced then apply through the email.

The closing date for receiving all applications is **2nd June 2026**