



## BANDARI MARITIME ACADEMY

### Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of the 28<sup>th</sup> November, 2018, with the mandate to develop academic and vocational skills and provide competent Maritime Human Resource for Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant position below:-

<b>BMA/23/CS/HRA/C/21</b>	<b>COOK</b>
Job Grade:	BMA 9
Basic Salary Scale:	Kshs. 31,000 - Kshs.63 ,500 p.m.
House Allowance:	Kshs. 10,000
Commuter Allowance:	Kshs. 12,000
Leave allowance:	Kshs. 4,000
Terms of Service:	Permanent and Pensionable
Reporting to:	Cateress

#### Job Specification:

Preparing food

#### Duties and Responsibilities

The Cook is responsible for **assisting in:** -

- i. Setting up workstations with all needed ingredients and cooking equipment
- ii. Ensuring all food and other kitchen items are stored properly
- iii. Monitoring stock and place orders when necessary
- iv. Preparing of food and beverages
- v. Setting up buffet service areas
- vi. Replenishing of food stuffs during service
- vii. Keeping a sanitized and orderly environment in the kitchen
- viii. Reporting on any defective equipment

#### Person Specification:

For appointment to the grade, a candidate must have the following: -

- i. Diploma in Food and Beverage Production or its equivalent from an Institution recognized in Kenya

- ii. Certificate in culinary, baking and pastry techniques
- iii. Valid Public Health Food handlers' certificate
- iv. Two (2) years relevant experience
- v. Proficiency in Computer Application will be an added advantage
- vi. Fulfil chapter 6 of the Constitution of Kenya.

Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, Ethics and Anti- Corruption, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations before commencement of the employment contract.

Bandari Maritime Academy is an equal opportunity Employer promoting gender, equity and diversity. Qualified persons with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

### **HOW TO APPLY**

Prospective candidates **MUST** fill out the online application form that is available on the Academy website at: <https://bma.ac.ke/job-vacancies>. After filling the online application form, applicants **MUST** submit a detailed CV (with at least three referees), a copy of their national identification, accompanied with copies of academic certificates including Secondary Education certificate and professional certificates, in pdf format as one document, to be emailed to [recruitment@bma.ac.ke](mailto:recruitment@bma.ac.ke) so as to reach the Academy not later than **Monday 4<sup>th</sup> September, 2023, 5pm Kenyan time**.

**Applicants must fill out the online application form and submit documents via email to be considered for the position.**

**Physical applications will not be accepted.**

**Applications received after the specified time will not be considered.**