



**Nyeri Water and Sanitation Company Limited (NYEWASCO)**  
Off Kenyatta Road, Behind Nyeri County Fire Offices, P.O. Box 1520-10100 Nyeri, Kenya  
Toll Free Number: 0800721095, Cell Phone: 0714430000/ 0722-461359/0734-732481  
Email [info@nyewasco.co.ke](mailto:info@nyewasco.co.ke), Website [www.nyewasco.co.ke](http://www.nyewasco.co.ke)

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OUR REF: NWSC/ Ref: NWSC/IRUP/VI/77/07

Date: Tuesday, 7<sup>th</sup> October 2025

### **CATERING ASSISTANT II VACANCY**

The Company seeks to recruit a qualified and competent candidate for the position of **Catering Assistant II** on contract terms.

#### **Job Purpose**

To provide catering support services through the preparation and serving of meals, ensuring high standards of cleanliness, hygiene, and food safety are maintained in the kitchen and dining facilities, in order to support staff wellbeing and efficient operations of the Company.

#### **Application Procedure**

Interested and qualified candidates should submit their applications clearly indicating the position applied for on the envelope (or email subject line), together with a detailed curriculum vita, copies of academic and professional certificates to be received on or before **Friday, 17<sup>th</sup> October 2025**. Visit our website [www.nyewasco.co.ke](http://www.nyewasco.co.ke) for a detailed job description and job requirements.

Applications should be addressed to:

#### **The Managing Director**

**Nyeri Water and Sanitation Company Limited (NYEWASCO)**  
P.O. Box 1520 – 10100,  
**NYERI**

Or sent via email to: [info@nyewasco.co.ke](mailto:info@nyewasco.co.ke)

Only shortlisted candidates will be contacted.

**NYEWASCO IS AN EQUAL OPPORTUNITY EMPLOYER**

### 1. Job Description for Catering Assistant, II

<b>Job Title</b>	<b>Catering Assistant II</b>
<b>Grade</b>	NW08
<b>Corporation / Organization</b>	Nyeri Water and Sanitation Company Limited
<b>Directorate</b>	Managing Director
<b>Department</b>	Human Resource and Administration
<b>Division</b>	N/A
<b>Section / Unit</b>	Catering
<b>Location / Work Station</b>	Nyeri, Head Office
<b>Reporting Relationships</b>	
<b>Reports to</b>	Administration Officer II
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
To provide catering support services through the preparation and serving of meals, ensuring high standards of cleanliness, hygiene, and food safety are maintained in the kitchen and dining facilities, in order to support staff wellbeing and efficient operations of the Company.	
<b>Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"><li>1) Assist in the preparation, cooking, and serving of meals in accordance with approved menus and standards.</li><li>2) Maintain cleanliness and hygiene in the kitchen, dining area, utensils, and catering equipment.</li><li>3) Ensure proper storage, labeling, and rotation of food items to prevent spoilage and wastage.</li><li>4) Receive and inspect food supplies to confirm quality, quantity, and compliance with specifications.</li><li>5) Set up and provide catering services for meetings, trainings, and official company functions.</li><li>6) Maintain stock records for foodstuffs, beverages, and other catering supplies, and report shortages in good time.</li></ol>	

7) Adhere to food safety and occupational health regulations at all times. 8) Dispose of kitchen waste properly and maintain a clean and sanitary work environment.
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
N/A
<b>II. Responsibility for Physical Assets</b>
Kitchen equipment and cutlery
<b>III. Decision Making/ Job Influence</b>
Operational
<b>IV. Working Conditions</b>
Works predominantly within an office environment at the NYEWASCO Headquarters'.
<b>Job Competencies (Knowledge, Experience and Attributes/ Skills).</b>
<b>Academic qualifications</b>
Certificate in Catering and hospitality from a recognized institution.
<b>Professional Qualifications</b>
Health Certification
<b>Previous relevant work experience required</b>
One year relevant experience.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
1) Good knowledge of food hygiene and safety practices. 2) Excellent organizational and time management skills. 3) Ability to work under minimal supervision. 4) Strong interpersonal and communication skills. 5) Teamwork and customer service orientation. 6) High level of personal cleanliness, honesty, and integrity. 7) Ability to maintain confidentiality and professionalism.