

# COAST INSTITUTE OF TECHNOLOGY VOI CAMPUS

P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: [voicampuscit@yahoo.com/principal@cit.ac.ke](mailto:voicampuscit@yahoo.com/principal@cit.ac.ke)  
[www.cit.ac.ke](http://www.cit.ac.ke)

ISO 9001:2015 Certified

Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology

Our Ref: CIT/A/5/VOL.5/ (49)

DATE: JANUARY 8, 2023

Your Ref: .....

The Coast Institute of Technology wishes to recruit a dynamic, result oriented, and self-motivated professional for the vacant position below:  
**COOK: JOB GROUP: CIT 5**

PERMANENT AND PENSIONABLE

## REQUIREMENTS FOR APPOINTMENT

1. Be a Kenya citizen.
2. Be in possession of a minimum grade of KCSE Grade D plain and above or its equivalent.
3. Relevant working experience in a similar position.
4. Artisan in food and beverage or Artisan in food production and service or its equivalent.

## DUTIES AND RESPONSIBILITY

1. Preparing, cooking and serving food.
2. Collection of meal vouchers from students.
3. Dining hall cleanliness.
4. Receiving direct sales - cash sales - Mpesa - prepaid - postpaid.
5. Daily cash banking at the accounts office.
6. Recording and keeping of all the receipts books
7. Handling kitchen staff reporting register.

## How To Apply

- (a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.

Persons with disabilities, youth, women, the marginalized and the minorities are encouraged to apply. Candidates found canvassing will automatically be disqualified.

Coast Institute of technology is an equal opportunity employer. Please note that only shortlisted candidates shall be contacted.

All applications should be addressed to:  
**THE PRINCIPAL/SECRETARY-BOG**  
**COAST INSTITUTE OF TECHNOLOGY**  
**PO BOX 34-80300**

*Approved*  
**PRINCIPAL**  
COAST INSTITUTE OF TECHNOLOGY - VOI CAMPUS  
P. O. Box 34 - 80300, VOI  
TEL: 020 2169229 / 041 2011393

Applications should reach the Principal on or before 24<sup>th</sup> January 2024 by close of business.

