



# Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;  
+254 – 735 333065

## OPPORTUNITY TO SERVE

Bible Translation and Literacy-Christian International Conference Centre (BTL-CICC) Ruiru is seeking to recruit a dynamic, innovative and highly motivated born again Christian with a good Christian standing, demonstrated spiritual maturity, Team Spirit, Integrity, and a calling to serve to fill the position below.

### HOUSEKEEPER

#### Job Summary

Reporting to the Catering and Accommodation Manager, the Housekeeper will be charged with ensuring a clean, safe, hygienic, orderly environment for our guests with a view of maintaining and strengthening our reputation. He or she will ensure professional cleaning of the guestrooms and public areas including conference halls.

#### Duties and Responsibilities

- Professional cleaning of guestrooms and all public areas within the establishment.
- Performing laundry related duties as per the set standards and management of the linen room
- Identifying and reporting any repair/maintenance related issues for action by the maintenance department
- Reporting all lost and found items to the front office and management.
- Maintaining a par stock of guestroom supplies and amenities at all times.
- Maintaining and replenishing cleaning supplies
- Ensuring timely compilation and submission of the room status report to the front office
- Assist guests with requests and questions as necessary to ensure a high level of customer satisfaction at all times
- Ensure security of guest rooms and privacy of guests
- Cleaning and setting up of conference/meeting halls

#### Qualifications and Skills

- Have a minimum of a certificate in Housekeeping and laundry from a reputable Institution
- Minimum of three years proven working experience in star rated establishments
- Basic computer knowledge and use of Hotel Property Management System (PMS)
- Good communication skills

#### How to Apply

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (Preferred) or posted to reach the under-mentioned by **Friday 3<sup>rd</sup> December 2021**

**HUMAN RESOURCES MANAGER  
BIBLE TRANSLATION AND LITERACY E.A**

**P.O Box 44456 – 00100**

**Nairobi**

**Email: [careers@btlkenya.org](mailto:careers@btlkenya.org)**

**Only short-listed candidates will be contacted**