



# 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 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 the Assistant Manager in charge of Catering and Accommodation at our Conference Centre in Ruiru.

### ASSISTANT MANAGER IN CHARGE OF CATERING AND ACCOMMODATION

Reporting to the Center Manager, the role manages the daily activities of the organization's food, beverage, and housekeeping functions. Oversees food, beverage, and housekeeping inventory and budget controls. Assists the Centre manager in day to day running of the conference centre in adherence to quality and safety standards. Assists in the planning and coordination of special events.

#### Duties and Responsibilities

1. **Supervision.** Supervises all the activities taking place in the catering and accommodation department.
2. **Staff Management:** Ensures proper management of staff members in the department.
3. **Guest Relations.** Ensures that all the guest concerns are handled appropriately.
4. **Performance Management:** Ensures Regular review of staff performance and feedback.
5. **Revenue Management:** Exceeds revenue targets in the departments.
6. **Cost Management.** Ensures that costs are within the budget.
7. **Reports:** Provides daily, weekly and monthly reports as required.

#### Qualifications and Skills

- a. Degree in Hospitality / Hotel Management.
- b. Good Computer skills and conversant with hotel softwares
- c. Certificate in Housekeeping will be added advantage.
- d. At least three years working as a Restaurant Manager or Food and Beverage Manager in a reputable hospitality establishment.
- e. Self-motivated, persistent, resolute, and able to deliver without close supervision.
- f. Other skills: Communication, leadership, organizational, problem solving and attention to detail.

#### 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 **Tuesday 15<sup>th</sup> March 2022**

**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**