

Designation: Caretaker.

Job Group: Fabian 07.

Department: Operations.

1) Group Remuneration: -

1. Basic Salary: 60,000 × 2,100 - 62,100 × 2,174 - 64,274 × 217 - 66,523 × 2,328 - 68,851
2. Housing Allowance: 6,000 × 210 - 6,210 × 217 - 6,427 × 225 - 6,652 × 233 - 6,685
3. Commuter Allowance: 9,000 × 315 - 9,315 × 326 - 9,641 × 337 - 9,978 × 349 - 10,328

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Diploma in Hospitality & Catering, or an equivalent qualification.
2. Valid Class B3 Driver's License from the National Transport and Safety Authority (NTSA).
3. Proficiency in the use of Microsoft Windows and Microsoft Office.
4. Three (3) years continuous work experience in facility maintenance either in the private or public sector.

4) Job Description: -

1. Shall report to the Supervisor: Back Office.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures, i.e.: -
 - a) Daily inspections of the premises to aid in daily planning and issuance of work tickets to cleaners.
 - b) Coordinate the work of Cleaners, including routine inspections of areas assigned to cleaners in order to ensure compliance with work tickets.
 - c) Provide Hands-on assistance to the cleaners whenever necessary.
 - d) Preparation of daily reports in assigned areas.
 - e) Ensure that company premises are kept in mint condition at all times.
 - f) Coordinate access to all facilities in assigned areas.
 - g) Operate the street cleaner truck and ensure that it is well serviced and maintained at all times.