



JOB DESCRIPTION

Job Title	Steward
Management Level	Level 12
Department	Hospitality & Leisure Department
Reporting To	Chef / Designated Kitchen Supervisor
Direct Reports	None

Overall Purpose:

To maintain cleanliness, sanitation and hygiene in the kitchen and associated food-service areas, ensuring that utensils, equipment and workspaces are clean, safe and readily available to support efficient food production and service.

Key Responsibilities

- Clean and sanitize kitchen utensils, equipment, work surfaces and assigned kitchen areas.
- Wash, dry, sanitize and properly store crockery, cutlery, cookware and other kitchen items.
- Maintain kitchen floors, sinks, drains, walls and other assigned areas in a clean and sanitary condition.
- Ensure clean utensils, crockery and equipment are available to support food preparation and service.
- Support kitchen staff with routine cleaning and operational requirements.
- Separate, handle and dispose of waste in accordance with approved procedures.
- Use cleaning chemicals, materials and equipment safely and appropriately.
- Maintain hygiene and sanitation standards in assigned areas at all times.
- Assist with kitchen opening, closing and cleaning activities.
- Support cleaning and sanitation requirements during and after events and functions.
- Report damaged equipment, spillages, blocked drains, hazards and other safety or maintenance concerns.
- Monitor assigned cleaning materials and report shortages or unusual consumption.
- Maintain proper care and accountability for cleaning equipment and materials assigned to the position.
- Follow food hygiene, health, safety and environmental requirements.
- Maintain confidentiality of operational, member and guest information accessed in the course of duty.
- Undertake other routine kitchen-support duties within the scope of the position.

Key Measures of Performance

Key Result Area	KPI	Measure
Kitchen Cleanliness	Cleanliness Standards	Kitchen inspection results



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Dishwashing & Sanitation	Utensil Availability	Availability of clean and sanitized utensils during service
Equipment Cleaning	Equipment Care	Proper cleaning, sanitization and storage
Waste Management	Waste Handling	Correct segregation and disposal
Kitchen Support	Task Completion	Timely completion of assigned duties
Hygiene & Food Safety	Hygiene Compliance	Compliance with sanitation and food-safety standards
Cleaning Materials	Supply Availability	Availability and prudent use of required materials
Opening & Closing	Readiness	Timely completion of opening and closing requirements
Event Support	Event Cleaning	Timely completion of event and function cleaning requirements
Health & Safety	Safety Compliance	Compliance with workplace health and safety requirements

Minimum Qualifications & Experience

Requirement	Minimum Requirement
Academic Qualification	KCSE or equivalent qualification.
Professional Certification	Basic Food Hygiene or Kitchen Sanitation training will be an advantage.
Professional Membership	Not applicable.
Kitchen Cleaning & Sanitation	Basic knowledge of kitchen cleaning and sanitation procedures.
Dishwashing & Utensil Handling	Knowledge of appropriate washing, sanitizing, drying and storage procedures.
Cleaning Chemicals	Basic knowledge of safe handling, dilution and use of cleaning chemicals.
Waste Handling	Basic knowledge of waste segregation, handling and disposal procedures.
Food Hygiene	Basic understanding of food hygiene and contamination prevention.
Kitchen Operations	Basic understanding of kitchen workflow and support requirements.
Experience	At least 1 years' relevant experience in kitchen stewarding, cleaning, hospitality, food service or a similar support environment.

Key Relationships

Internal	
Contact	Nature of Interaction
Chef / Designated Kitchen Supervisor	Reporting, work allocation, instructions and supervision
Commis Chef	Coordination of utensils, equipment and kitchen cleanliness
Pastry Chef	Cleaning and sanitation support



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Kitchen Team	Routine kitchen-support services
Officer, Restaurant & Bar	Coordination of shared service requirements
Assistant Manager, Food & Beverage	Operational coordination where required
Facilities Management	Reporting equipment defects, drainage issues and other facilities concerns
People & Culture	Training, development and employee matters where applicable

External.

Contact	Nature of Interaction
Cleaning/Chemical Suppliers	Limited interaction concerning cleaning materials where authorised
Waste Service Providers	Routine support and coordination where assigned

Agreed and accepted by:

Job Holder Signature	_____ Date: _____
Line Manager Signature	_____ Date: _____
HR Manager Signature	_____ Date: _____
General Manager Signature	_____ Date: _____