

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: ADMINISTRATION ASSISTANT
DEPARTMENT/PROJECT: RAP
SUPERVISOR: FINANCE & ADMINISTRATION OFFICER
LOCATION/DUTY STATION DADAAB
DATE OF EMPLOYMENT:
GRADE: D B 1

JOB SCORE

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staffs are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment

I: JOB SUMMARY:

Reporting to the Finance and Admin Officer, the Administration Assistant will be responsible for co-coordinating, organizing and controlling the efficient and economic production of quality food within the allowed budget. The holder will ensure the overall cleanliness and hygiene standards of the CARE kitchen and the residential compound in DMO.

II: RESPONSIBILITIES AND TASKS

R1: Supervision of Food Production and the Kitchen Staff.

- 1.1 Plan menus in collaboration with welfare committee to ensuring they meet the balanced nutritious and edible diet criteria.
- 1.2 Supervise production of food and catering services.
- 1.3 Ensure statutory health and safety standards are maintained as related to staff, quality of food and kitchen surroundings.
- 1.4 Ensuring quality food products are obtained, proper use of equipment, preparation and cooking of quality food
- 1.5 Ensure high standard of hygiene procedures are created and maintained.
- 1.6 Prepare, manage and update duty Rota/ leave plan for kitchen staff.

- 1.7 Maintaining high standard of discipline in the kitchen
- 1.8 Ensure Kitchen staff are medically fit
- 1.9 Ensuring proper handling and continuous maintenance of equipment and utensils
- 1.10 Supervising the provision and use of kitchenware, cutlery, crockery and cleaning detergents

R2: Standardization of the Kitchen/Mess

- 2.1 Ensuring that the kitchen is organized; services harmonized and consistent in the camp.
- 2.2 Work with the Administration sector head to create systems and procedures that should be communicated to residents and adhered to by all customers
- 2.3 Enhancing of décor and design in kitchen/ mess
- 2.4 Ensuring kitchen equipment are serviced frequently

R3: Effective and Efficient storage of food stuffs and production of monthly expenditure reports

- 3.1 Ensuring that stores and stock inventories are updated on food stuff kitchen equipments and providing necessary report.
- 3.2 Work with the welfare committees to ensure ordering of stocks is made on time and checking of deliveries to ensure they meet the standards
- 3.3 Keeping abreast of trends and developments in the industry such as menus, trends in consumer tastes and management issues.
- 3.4 Prepare monthly expenditure report in liaison with the welfare committee.
- 3.5 Maintaining stock levels and ordering new supplies as required

R4: Management and Capacity Building for Kitchen Staff

- 4.1 Carrying training and development needs assessment for all kitchen staff
- 4.2 Designing or identifying relevant interventions to address the performance gaps identified
- 4.3 Coach kitchen staff to strengthen their skills and knowledge on areas requiring improvements
- 4.4 Monitoring the quality of the product and service provided
- 4.5 Organizing, leading and motivating the catering team

R5: Marketing Research on Food Commodities

- 5.1 Carry market research on the available food commodities and their prices and advise the kitchen welfare committees
- 5.2 Advise the Kitchen welfare committee about the methods of purchasing kitchen food stuffs and other requirements
- 5.3 Carry out continuous assessment to determine the needs of each camp, advise the welfare committee, and CARE management.

R6: Preparation of various reports

- 6.1 Prepare and submit weekly and monthly reports to Finance and Admin Officer
- 6.2 Inform Finance and Admin Officer on the progress of work regularly.
- 6.3 Prepare monthly head count reports and submit to Finance and Admin Officer.

R7: Assist Finance and Admin officer to Supervise Administration support staff on their daily activities

- 7.1 Assist to organize staff meetings and discuss work progress
- 7.2 Ensure that all working procedures are adhered to, and planned activities are achieved.
- 7.3 Assist to Plan and administer CTO /Leave schedules for Office workers and incentive staff.

R8: Promotion of staff welfare

- 8.1 Assist the Finance and Admin officer in ensuring all staff members are adequately housed.
- 8.2 Ensure privacy of resident staff is observed in the residential compound.
- 8.3 Ensure there is harmony and free environment for all without intimidation and harassment. Gender sensitivity is observed by all.
- 8.4 Ensure compound regulations are adhered to without fear or favor.
- 8.5 Ensure compound cleanliness and hygiene is of high standard.

III: AUTHORITY

Spending Authority: N/A

Supervision: Supervises 5 refugee community workers

Decision Making: Makes normal decisions

IV: CONTACTS/KEY RELATIONSHIPS

Internal: CARE staff and Refugee Community Workers

External: CARE visitors, vendors

V: WORKING CONDITIONS:

The position is based at Dadaab. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement to and from work station to Garissa as well as inter-camp movement must be under police escort (Scheduled convoys). Strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will travel to Nairobi office and perform official responsibilities on need basis.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE AND EXPERIENCE

Education: Diploma in Food Production, and Diploma in Business Administration

Experience: 3 years' experience in food preparation, kitchen management and office admin

Certificate: Microsoft packages applications

Competencies

- Good communications skills both written and oral
- Ability to write reports, business correspondence, and to effectively present information using Microsoft office packages.

- Good organizational and management skills
- Ability to work in a team environment with staff from diverse cultures.
- Basic knowledge of budgeting and financial Management for kitchen affairs
- Ability to work well under pressure
- Ability to demonstrate creativity and originality in presentation and service of food
- Ability to work both independently and as a team member
- Good personal relations and customer service skills

Employee Signature-----Date-----

Supervisor Signature-----Date-----