



Technical University of Mombasa Enterprises Limited (TUMEL)

INTERNAL JOB ADVERT

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) is a Private Limited Liability Company wholly owned by Technical University of Mombasa (TUM). The Company was incorporated on 7th August 2013 as an income-generating unit for the University.

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent, proactive, qualified and self-driven individual to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Cook	TUMEL/HR&ADM/Cook/01/09/2026	2

Reporting to Chef

Job Purpose

The Cook will be responsible for will be responsible for preparing high-quality meals, maintaining high standards of food hygiene and safety, and supporting efficient kitchen operations while delivering an excellent dining experience to our customers.

The ideal candidate must have at least one (1) year of proven working experience as a Cook or equivalent.

Key Responsibilities

- Prepare and cook meals in accordance with approved menus, recipes, and quality standards.
- Ensure food is prepared, presented, and served in a timely and professional manner.
- Maintain high standards of food hygiene, sanitation, and safety in compliance with applicable health regulations.
- Receive, inspect, and properly store food supplies to maintain freshness and prevent wastage.
- Monitor food stock levels and report shortages or replenishment needs to the Kitchen Supervisor or Chef.
- Minimize food wastage through proper portion control and efficient use of ingredients.
- Ensure all kitchen equipment, utensils, and workstations are clean, safe, and in good working condition.
- Adhere to occupational health and safety procedures while handling food and kitchen equipment.
- Assist in menu planning and preparation of special meals where required.

TUMEL - Job Vacancy – Cook – September 2026



- Maintain accurate records of food production, stock usage, and kitchen inventory as required.
- Work collaboratively with other kitchen staff to ensure efficient kitchen operations and excellent customer service.
- Report equipment faults, food safety concerns, and any incidents to the supervisor promptly.
- Comply with the Company's policies, procedures, and statutory food safety requirements.
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Professional Qualifications and Experience

For appointment to this position, a candidate must:

- Certificate in food and beverage management or certificate in hospitality or equivalent from a recognized institution.
- Proven work experience as a cook (minimum 1 year)

OR

- In-house training in food and beverage production;
- Experience in using cutting tools, cookware and bake ware.
- Knowledge of various cooking procedures and methods (grilling, baking, boiling etc).

Key Personal Attributes

- Be a team player
- Flexibility to work in shifts
- Ability to get on well with a diverse workforce.
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Ethics and integrity
- Solid written and verbal communication skills
- Fluency in English
- Ability to maintain a positive, friendly attitude even under high pressure.
- Ability to multitask in a fast-paced environment.
- Professional attitude and appearance

TUMEL Grade	Consolidated Salary Range	Contract Duration
7	30,000/-42,500/=	1 year, renewable based on performance

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide a Valid Health Certificate.
- Only shortlisted and successful candidates shall be contacted. Lack of inclusion of all details as sought or any form of canvassing either directly or indirectly shall lead to automatic disqualification.

TUMEL - Job Vacancy – Cook – September 2026



Page 2 of 3

- iii. TUMEL is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.

How to Apply

Application letters, accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials, may be submitted through <https://jobs.tumel.co.ke/> **not later than 15th September, 2026 by 5:00 pm.**

TUMEL is an equal opportunity employer and committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100

Mombasa.

