

# ELCT NORTHERN DIOCESE

## LUTHERAN UHURU HOTEL AND CONFERENCE CENTRE

Hotel - Restaurant - Café in Moshi Tanzania –

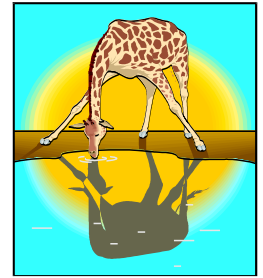
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## VACANCIES ANNOUNCEMENT

The Lutheran Uhuru Hotel and Conference Centre is seeking to recruit qualified and competent applicants to fill the various position in Moshi as described herein below:

### 1. POST: CHIEF CHEF

#### MINIMUM EDUCATION QUALIFICATIONS:

Certificate or Diploma in culinary art with Hospitality management

#### Additional Qualifications

- Work experience in this field not less than 5 years
- A high level of creativity to develop unique and memorable dishes that align with the hotel's brand and standards.
- Strong managerial and supervisory skills.

#### RESPONSIBILITIES

- Creating Menu and Develop new recipes
- Supervise the kitchen staff and enforced food safety procedures for new kitchen staff members
- Managing the hotel's food budget and food cost.
- Keeping track of the hotel's inventory.
- Hiring and managing the hotel's kitchen staff
- Ensuring that the hotel's kitchen comply with all health and safety regulations.

### 2. POST: INCHARGE OF HOUSEKEEPING

#### MINIMUM EDUCATION QUALIFICATIONS

Diploma in Hospitality Industry.

#### ADDITIONAL QUALIFICATIONS

- Work experience in this field not less than 5 years
- Strong managerial and supervisory skills

#### RESPONSIBILITIES

- Supervise and overseeing the cleanliness and maintenance of all hotel guest rooms, public areas and other facilities.
- Supervise and motivating a team of housekeeping staff.
- Maintaining a budget for the housekeeping department.
- To prepare weekly or monthly reports on room occupancy rates, guest satisfaction levels and reporting to the hotel manager on performance of the housekeeping department.

### **3. POST: CASHIER**

#### **MINIMUM EDUCATION QUALIFICATIONS**

##### **Education Qualifications:**

Diploma in accounting and finance or equivalent with relevant coursework.

#### **ADDITIONAL QUALIFICATIONS**

- Work experience in this field not less than 2 year
- Knowledge of point of sale (POS) system and other relevant software which is important for efficient transaction processing.

#### **RESPONSIBILITIES**

- Processing guest payments including cash, credit cards and cheques
- Issuing receipt for all payments made by guests.
- Maintain guest accounts and records.
- Balancing cash drawers and reconciling transactions at the end of each shift.
- Managing safe deposit boxes including keys and storage of valuables.

#### **Remuneration for the Post**

A competitive package of salary and fringe benefits will be offered to the Successful candidate.

#### **MODE OF APPLICATION**

Application enclosing detailed Curriculum Vitae, Certificate copies of all relevant academic certificate and transcripts, including form IV or VI certificates, names and addresses of 3 referees. Application should be sent to undersigned on or before 10<sup>th</sup> August, 2024.

**Hotel Manager,  
Lutheran Uhuru Hotel & Conference Centre.  
P. O. Box 1320  
MOSHI, TANZANIA**