



TECHNICAL UNIVERSITY OF MOMBASA ENTERPRISES LIMITED (TUMEL)

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seek to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

S/NO	Position	Vacancy No.	No. of Posts
1	Room Steward	TUMEL/R.Stew/14/02/2023	5

The Room Steward will be responsible for changing towels, making beds, cleaning bathrooms and all public areas in the Hotel. The Room Steward must be able to meet and ensure our guests have a pleasant and comfortable experience during their stay with us. You will also address clients' queries and make sure our rooms are fully-stocked, clean and inviting at all times.

Key responsibilities:

- Keep guest rooms clean.
- Keep track of all guest property in the rooms and guest laundry.
- Keep the staircase and corridors clean.
- Report room status to the receptionist every morning.
- Keep records of all linen issued out and linen received.
- Make requisition for the necessary detergents required for cleaning.
- Ensure that all laundry is pressed before being stored or issued to the rooms or restaurant.
- Ensure high quality cleaning service at public areas of hotel
- Clean and Service guest bedrooms by order of floor/section to the required standard as per the laid down Standard Operating Procedures.
- Restock/replace items in rooms and bathrooms for guest use that have run out of stock or need replacement at all times.
- Make bed professionally following the laid down standard operating procedure
- Service bathrooms by washing and emptying bins; wash all glass surfaces and floors; clean shower, bath, basin, bidet, and toilet to the best quality standard
- Using the right cleaning chemicals, dust and polish all hard surfaces to achieve a quality sheen
- Ensure they have housekeeping Mis-en-Place

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- Report issues such as equipment and light bulb damage promptly to Supervisor, Maintenance or Hospitality & Service Manager for immediate action – ensure such reports are correctly logged
- Provide professional personal service, including shoe cleaning, ironing, and minor clothing repairs to guests
- perform regular deep cleaning of all areas of hotel as instructed
- Ensure all assigned rooms are clean and tidy by the end of the shift
- Carry out other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Professional Requirements and Qualifications:

- Diploma or Certificate in Housekeeping & Laundry.
 - Minimum of 2 years' experience as a Room Steward.
- OR**
- KCSE certificate and 3 years work experience as a Room Attendant or Maid
 - Experience with industrial cleaning equipment and products as an added advantage

Personal Attributes

- Be a team player
- Flexibility to work in shifts
- Attentiveness and patience for customers
- Good physical health and stamina
- Ability to work with little or no supervision while meeting high-performance standards
- Excellent communication/listening/interpersonal skills
- Ability to follow instructions
- Ethics and Integrity

Skills & Attitudes

- Solid written and verbal communication skills
- Fluency in English
- Ability to maintain a positive, friendly attitude even under high pressure
- Strong organizational and multitasking skills with the ability to perform well in a fast-paced environment
- Professional attitude and appearance

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Minimum Qualification Requirements	TUMEL Grade	Consolidated Salary Range	Contract Duration
KCSE Certificate	9	15825/= - 20164/=	3 years, renewable based on performance

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials maybe submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director** not later than **28th February, 2023 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 – 80100

Mombasa.

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

Joseph Kioko
14/2/2023

