



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	Laundry Attendant	TUMEL/L. Att./14/02/2023	2

The laundry attendant will play a crucial role in the presentation of the establishment by ensuring all textiles are well cared for and maintained. The Laundry Attendant will be responsible for supporting the functions of the Hotel and the needs of our customers. The Laundry Attendant will be responsible for cleaning, pressing and folding laundry as needed and maintenance of laundry equipment and other duties around the facility .

Key responsibilities:

- Follow the policies and procedures of the Hotel and Laundry Department and the instruction of the Supervisor
- Work as per standards in order to give the best result and good quality of work
- Ensure all operating procedures are adhered while using all equipment and machinery
- Neatly fold items that are free from stains, dirt, dampness, tears, and creases as per set standards.
- Press different linen with a high standard in a short time
- Keep an updated inventory of laundry detergents and sewing kits
- Track maintenance and repairs on laundering equipment
- Ensure that the facility remains clean at all times
- Anticipate and respond to customers' queries, concerns and complaints
- 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 Laundry Attendant or similar role
- Familiarity with cleaning detergents and laundering equipment
- Ability to stand for long periods

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J. J. Kioyo
14/2/2023



OR

- KCSE certificate and 3 years work experience as a Laundry Attendant or similar role
- Familiarity with cleaning detergents and laundering equipment
- Ability to stand for long periods

Personal Attributes

- Highly responsible & reliable
- Ability to work well under pressure in a fast-paced environment
- Ability to work cohesively as part of a team
- Remaining calm and courteous at all times
- Active listening and effective communication skills
- 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
- 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

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

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Julius Mwangi
14/2/2023



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.

Jung Koo
14/2/2023

