



UWS PLAZA 1st Floor - Spine Road
P.O. BOX 1390-00515 Nairobi
☎ +254 721 516 546 | +254 709 453100
✉ info@uws.co.ke 🌐 www.uws.co.ke
📱 United Winners Sacco



19th May 2026

VACANCY ANNOUNCEMENT – Office Assistant

United Winners Sacco, a Society based in Nairobi, is seeking to recruit a qualified and competent individual to fill one (1) position of Office Assistant on a one-year renewable contract.

POSITION: Office Assistant Role Summary

The Office Assistant will be responsible for preparing meals and refreshments, maintaining cleanliness of all the office space, ensuring food safety standards are observed, and supporting the smooth running of kitchen operations.

Key Responsibilities

- Prepare and serve meals, tea, and refreshments as required.
- Maintain cleanliness and hygiene standards in the office.
- Ensure proper storage and handling of food items and kitchen equipment.
- Monitor kitchen stock levels and report shortages in good time.
- Ensure compliance with health and safety regulations.
- Maintain records of kitchen supplies and usage.
- Assist in planning menus and food budgeting.
- Any other duties assigned by the supervisor.

Required Qualifications and Working Experience

- KCSE Certificate or equivalent qualification.
- Certificate in Food Production, Catering, or related field.
- At least 2 years' experience in a similar position.
- Knowledge of food safety and hygiene practices.
- Ability to work independently and as part of a team.

Personal Attributes

- Good communication and interpersonal skills.
- High level of cleanliness and organization.
- Integrity and professionalism.
- Time management skills.
- Attention to detail.



UWS PLAZA 1st Floor - Spine Road
P.O. BOX 1390-00515 Nairobi
☎ +254 721 516 546 | +254 709 453100
✉ info@uws.co.ke 🌐 www.uws.co.ke
📘 📷 📺 United Winners Sacco



Application Instructions

UWS is an Equal Opportunity Employer (EOE) and committed to diversity and gender equality.

Interested and qualified applicants are requested to submit their applications through the provided application link on or before **26th May 2026**.

<https://forms.gle/3jhb3a6xJEPW9WeB6>

Only shortlisted candidates will be contacted.