

MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION

Position: **Food & Beverage Trainer**

Reports to: **Deputy Principal**

Supervises: **None**

Department: **MTTI**

OVERALL JOB PURPOSE

To plan, deliver, assess, and evaluate competency-based Food and Beverage Service training in line with national TVET curricula and regulatory requirements, while supporting holistic learner development consistent with MOHI values.

DUTIES AND RESPONSIBILITIES

1. Deliver Competency-Based Education and Training (CBET) in Food and Beverage Service in accordance with approved TVET curricula and occupational standards.
2. Prepare and implement schemes of work, lesson plans, session plans, and training schedules as per TVETA requirements.
3. Conduct theory and practical training in restaurant service, customer care, food hygiene, beverage service, and service operations.
4. Develop, administer, mark, and record formative and summative assessments, including continuous assessments (CATs) and practical evaluations.
5. Prepare learners for internal and external assessments conducted by KNEC, NITA, and TVET CDACC, as applicable.
6. Maintain accurate training, assessment, attendance, and learner progress records in compliance with institutional and regulatory standards.
7. Ensure safe use, care, and maintenance of training equipment, tools, and facilities in line with occupational health and safety standards.
8. Monitor learner attendance, discipline, competence achievement, and progression, and provide academic guidance and mentorship.
9. Support industrial attachment coordination, workplace learning, and employer feedback for learner competence development.
10. Participate in quality assurance activities, departmental meetings, curriculum reviews, and institutional audits and inspections.

Qualifications and Requirements

- Diploma in Food and Beverage Service, Hospitality Management, Hotel & Restaurant Management, or related field from a recognized TVET institution.
- Bachelor's Degree in Hospitality Management or a related discipline will be an added advantage.
- TVET Trainer Certificate (Pedagogy / CBET Trainer Certification) or equivalent recognized by TVETA.
- Knowledge of KNEC, NITA, and TVET CDACC assessment procedures.
- Minimum 2 years relevant industry or training experience in Food and Beverage Service.

Competencies/Abilities/Skills Required

- Must have a certificate of good conduct.
- Excellent verbal and written communication skills.
- Must be proficient in MS Office suite.
- Must be of high personal integrity and ethics.
- Must have accuracy and keen attention to detail.
- Proactive and self-motivated.
- A team player with the ability to establish rapport with colleagues.
- Must have ability to work and relate well with people from diverse background, and handles people in a firm but highly respectful manner.
- Must be a well-organized individual who is able to coordinate tasks well and complies with given instructions.
- Must be a born again Christian and active member of a church (Letter of recommendation from your pastor is a must).