Egerton Investment Company is an equal opportunity employer involved in Hospitality and Agribusiness. The company manages a 2 Star 90 rooms Hotel with conference facilities, Lord Egerton Castle and Resort with grounds for Team building, Weddings and Excursions. The Company also manages a mixed farm that spans over 2700 acres. The company is looking for self motivated and experienced Supervisor to fill the vacant position at Lord Egerton. This will be a 3 years contract renewable based on performance. The person will however be subject to a three months probation period before being confirmed

Castle Supervisor

Reports to: The ARC Hotel Manager

Main Responsibilities:

Supervising staff; planning, organizing, and monitoring work process around the Lord Egerton Castle.

Duties:

- To Provides quality service by enforcing quality and customer service standards.
- To train and supervise the grounds, maintenance, the food and beverage and the cleaning staff.
- Maintaining a clean facility.
- Recording and reporting of accidents, injuries, and emergency situations.
- Ensuring that all participants follow operating and usage policies.
- Plan work for subordinates on a short and long term basis.
- Advises higher level management on the feasibility of work assignments, budget estimates, and workload data. Accomplish staff job results by coaching, counselling, and disciplining employees;
- To oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash.
- Planning, monitoring, and appraising job results; conducting/facilitating training, and come up with policies, and procedures to run the castle operations and ensure they are adhered to.
- Maintain safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Controls expenses by gathering and submitting budget information on time, scheduling expenditures; monitoring variances and implementing corrective actions.

Skills and Qualifications:

- 3 years’ Experience in a supervisory or managerial position
- Excellent communication and proven leadership skills
- Great organizational skills and an eye for detail
- Ability to train/mentor employees
- Minimum of a Diploma in Hospitality Management.

Interested candidates should send their applications with updated CVs indicating their current remuneration, 5 copies of academic and professional certificates, testimonials, names and telephone contacts of three referees to:

Human Resources Officer; Egerton University Investment Company: Email: humanresourceofficer.arc@egerton.ac.ke copied to euic@egerton.ac.ke. Hard copies can be delivered to the Managing Director’s Office at Egerton University Investment Company, ARC Hotel between Monday-Saturday as per the below address on or before 16th December, 2019.

The Managing Director,
Egerton University Investment Company,
P.O. Box 536 – 20115,
Egerton.