CASCADE INSTITUTE OF HOSPITALITY
The Gateway to Global Hospitality Opportunities

VACANCIES ANNOUNCEMENT

Company: Cascade Institute of Hospitality
Job Location: Ruiru, Eastern Bypass
Reference No: CCL-HR-06/2026
Job Type: Full Time

About us:

Cascade Institute of Hospitality (CIH) is a fast-growing hospitality training institution that has provided high-quality, practical, and competency-based training for over ten (10) years. The Institute is committed to preparing learners for successful careers both locally and internationally through industry-aligned training, competency-based education, and professional excellence.

As part of its continued growth and expansion, **Cascade Institute of Hospitality – Ruiru, Eastern Bypass Branch** is seeking to recruit dynamic, qualified, competent, and results-oriented professionals to join its team. All the positions advertised below are based at the **Ruiru Eastern Bypass Branch** and offer an exciting opportunity to contribute to the growth of one of Kenya's leading hospitality training institutions.

A. HOSPITALITY MANAGEMENT TRAINER

The Hospitality Management Trainer will be responsible for delivering competency-based training in hospitality management programmes, preparing learners for employment in the hospitality industry, and ensuring compliance with TVET and institutional quality standards.

Key Responsibilities:

1. Deliver competency-based training in Hospitality Management programmes.
2. Prepare lesson plans, schemes of work, assessments, and training materials.
3. Assess learners and maintain accurate academic records.
4. Mentor and supervise students during industrial attachment and practical training.
5. Participate in quality assurance and continuous improvement initiatives.
6. Integrate industry trends and technology into teaching.
7. Participate in student recruitment, institutional events, and quality assurance activities.
8. Ensure proper utilization and maintenance of training facilities and learning resources.

Qualification Requirements

1. Bachelor's Degree in Hospitality Management, Hotel & Restaurant Management, or related field.
2. TVET Trainer Qualification (TVETA Trainer Certificate) will be an added advantage.
3. Minimum three (3) years' teaching or industry experience.
4. Strong knowledge of Competency-Based Education and Training (CBET).
5. Excellent communication, interpersonal, and ICT skills.

B. HOSPITALITY MANAGEMENT TRAINER (ACCOUNTING & FINANCE UNITS)

The Hospitality Management Trainer (Accounting & Finance Units) will be responsible for delivering accounting, financial management, and business-related units within Hospitality Management programmes while ensuring learners acquire practical financial management competencies applicable to the hospitality industry.

Key Responsibilities:

1. Deliver competency-based training in Hospitality Accounting, Cost Control, Financial Management, Bookkeeping, and other business-related units.
2. Prepare lesson plans, learning materials, schemes of work, and learner assessments.
3. Conduct continuous assessments and maintain accurate academic records.
4. Guide learners in applying accounting principles to hospitality operations.
5. Integrate accounting software, ICT, and modern financial management practices into teaching.
6. Participate in quality assurance and continuous improvement initiatives.
7. Mentor students and supervise industrial attachment where applicable.

8. Support student recruitment, academic advising, and other institutional activities.

Qualification Requirements

1. Bachelor's Degree in Accounting, Finance, Commerce, Business Administration (Accounting/Finance Option), Hospitality Management, or a related field.
2. CPA (K), ACCA, or an equivalent professional accounting qualification will be an added advantage.
3. TVET Trainer Qualification (TVETA Trainer Certificate) will be an added advantage.
4. Minimum of three (3) years' teaching and/or relevant industry experience.
5. Sound knowledge of Hospitality Accounting, Cost Control, Financial Reporting, and Computerized Accounting Systems.
6. Proficiency in Microsoft Office applications and accounting software.
7. Excellent communication, analytical, interpersonal, and ICT skills.

C. CULINARY ARTS TRAINER

The Culinary Arts Trainer will provide practical and theoretical instruction in food production, kitchen operations, and culinary techniques while ensuring learners acquire industry-relevant competencies.

Key Responsibilities:

1. Deliver practical and theoretical lessons in Culinary Arts.
2. Demonstrate modern food production techniques and kitchen operations.
3. Develop lesson plans, assessments, and instructional materials.
4. Supervise practical sessions and industrial attachments.
5. Maintain hygiene, food safety, and occupational safety standards in training kitchens.
6. Manage training equipment and kitchen inventories.
7. Support curriculum review and quality assurance activities.
8. Mentor learners towards professional excellence.

Qualification Requirements

1. Diploma or Bachelor's Degree in Culinary Arts, Food Production, or Hospitality Management.
2. Professional culinary certification will be an added advantage.
3. Minimum three (3) years' industry and/or training experience.
4. Knowledge of food safety and HACCP principles.
5. Excellent practical culinary skills and communication abilities.

D. PASTRY & BAKERY TRAINER

The Pastry & Bakery Trainer will train students in pastry, bakery, confectionery, and dessert production using competency-based training methodologies.

Key Responsibilities:

1. Deliver practical and theoretical lessons in pastry and bakery production.
2. Demonstrate modern baking and confectionery techniques.
3. Prepare training schedules, lesson plans, and learner assessments.
4. Supervise practical production and maintain quality standards.
5. Ensure food safety, sanitation, and occupational safety compliance.
6. Maintain bakery equipment and inventory.
7. Support student mentorship and industrial attachment.
8. Participate in curriculum development and institutional activities.

Qualification Requirements

1. Diploma or Bachelor's Degree in Pastry & Bakery, Culinary Arts, or related field.
2. Professional pastry certification is an added advantage.
3. Minimum three (3) years' practical industry and/or teaching experience.
4. Strong knowledge of bakery production and food safety standards.
5. Good communication and ICT skills.

E. TOURISM MANAGEMENT TRAINER

The Tourism Management Trainer will be responsible for delivering competency-based training in Tourism Management programmes while equipping learners with the knowledge, practical skills, and professional competencies required in the tourism and travel industry.

Key Responsibilities:

1. Deliver competency-based training in Tourism Management and related programmes.
2. Prepare lesson plans, schemes of work, assessments, and instructional materials in line with the CBET curriculum.
3. Conduct learner assessments and maintain accurate academic records.
4. Supervise students during practical training, educational tours, and industrial attachment.
5. Integrate current tourism industry trends, sustainable tourism practices, and digital technologies into teaching.
6. Participate in quality assurance and continuous improvement initiatives.
7. Support student recruitment, career guidance, and institutional marketing activities.
8. Ensure effective utilization and maintenance of tourism training resources.

Qualification Requirements:

1. Bachelor's Degree in Tourism Management, Tourism and Travel Management, Tourism & Hospitality Management, or a related field.
2. TVET Trainer Qualification (TVETA Trainer Certificate) will be an added advantage.
3. Minimum of three (3) years' teaching and/or relevant industry experience.
4. Good understanding of Competency-Based Education and Training (CBET).
5. Excellent communication, interpersonal, presentation, and ICT skills.

F. ICT TRAINER / ICT TECHNICIAN

The ICT Trainer/Technician will provide ICT instruction while supporting the Institution's ICT infrastructure, systems, users, and digital learning environment.

Key Responsibilities:

1. Deliver ICT training to students.
2. Install, configure, and maintain computer hardware and software.
3. Provide user support and troubleshoot ICT issues.
4. Manage computer laboratories and learning technologies.
5. Support network administration and system security.
6. Maintain ICT inventory and equipment.
7. Assist in implementing digital learning initiatives.
8. Ensure data backup and system reliability.

Qualification Requirements:

1. Diploma or Bachelor's Degree in Information Technology, Computer Science, or related field.
2. Minimum two (2) years' relevant experience.
3. Knowledge of networking, hardware maintenance, and Microsoft Office applications.
4. Professional ICT certifications will be an added advantage.
5. Strong analytical, communication, and problem-solving skills.

G. RECORDS MANAGEMENT INTERN

The Records Management Intern will support the administration and management of institutional records to ensure efficient filing, retrieval, confidentiality, and compliance with records management procedures.

Key Responsibilities:

1. Assist in organizing physical and electronic records.
2. File, retrieve, and archive institutional documents.
3. Maintain records, registers and document tracking systems.
4. Support document control and records digitization.
5. Ensure confidentiality of institutional information.
6. Assist during audits and records verification exercises.
7. Perform other administrative duties assigned.

Qualification Requirements

1. Diploma in Records Management, or related field.
2. Recent graduate or continuing student eligible for internship.
3. Good organizational and computer skills.
4. High level of integrity and confidentiality.

H. ACCOUNTS INTERN

The Accounts Intern will support the Finance Department in maintaining accurate financial records and providing efficient accounting support.

Key Responsibilities:

1. Assist in processing invoices, receipts, and payment vouchers.
2. Support preparation of financial reports and reconciliations.
3. Maintain accounting records and filing systems.
4. Assist in accounts receivable and payable functions.
5. Support budget monitoring and procurement documentation.
6. Participate in financial data entry and analysis.
7. Perform other finance-related duties as assigned.

Qualification Requirements

1. Diploma or Degree in Accounting, Finance, Commerce, or related field.
2. CPA Part II or equivalent will be an added advantage.
3. Recent graduate or continuing student eligible for internship.
4. Proficiency in Microsoft Excel and accounting software is desirable.
5. High level of integrity, accuracy, and attention to detail.

Job Application Procedure:

Interested candidates are advised to submit their CV and other Academic Credentials through the email address: hr@cascade.ac.ke, as well as physical copies posted or delivered to the address below to be received on or before **Friday, 31st July, 2026.**

The Human Resource Manager
Cascade Institute of Hospitality
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Thika, Kenya
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Cascade Institute of Hospitality is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.