



UGANDA KOLPING SOCIETY
VACANCIES
14th May 2026

Uganda Kolping Society is seeking to recruit suitably qualified Ugandans to fill the under listed vacant positions in her different establishments.

Post: Chef (1)

Reports: F&B Supervisor

Duty Station: Kolping Hotels

Age Limit: 24 – 35 years

Remuneration: Attractive and Competitive

Qualifications and Person Specification

- Diploma or Certificate in catering and Hotel Management from a recognized Institution.
- At least three years' experience in a similar role in the Hotel industry
- Ability to meet tight deadlines with efficiency
- Professional training in food safety and hygiene is an added advantage

Duties and Responsibilities

- (i) Design and innovatively update menus aligned with customer preferences and seasonal availability
- (ii) Oversee daily Kitchen operations including food preparation, cooking, and presentation
- (iii) Supervise, train, and mentor Kitchen staff to ensure teamwork and efficiency
- (iv) Maintain high standards of food quality, taste, and consistency
- (v) Manage inventory and minimize waste
- (vi) Monitor food costs in line with the budget
- (vii) Handle customer feedback professionally and ensure excellent dining experiences

Post: Loans Officer

Duty Station: Kolping Microfinance (U) Ltd (01)

Reports to: Branch Manager

Age Limit: 22 – 32 years

Qualification and Person Specification

- A Bachelor's degree in Micro Finance, Bachelor of Business Administration, development Studies, social sciences or any other related discipline from a recognized Institution.
- Computer literate with skills in Excel , Word, PowerPoint
- Officer of high caliber, dedication and integrity.
- High levels of numeric, written and verbal communication skills with high business acumen
- Capacity to meet tight deadlines with efficiency.


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Duties and Responsibilities

- (i) Identify, enroll and train clients following the Institution's training policies and procedures.
- (ii) Appraise Loans.
- (iii) Recommend to the loans Committee loans to be disbursed.
- (iv) Make a follow up on the disbursed loans to ensure that they are put to proper use.
- (v) Arrange and ensure that disbursed loans are recovered as per the set repayment schedules.

Post: Executive Cook (3)

Reports: Head Chef

Duty Station: Kolping Hotels

Age Limit: 24 – 35 years

Qualification and Person Specification

- A diploma or certificate in Hotel Management and Institutional Catering, or its equivalent from a recognized Institution.
- Relevant experience of at least three years in the Hotel industry working as a Cook..
- Ability to work with minimal supervision
- Ability to meet tight deadlines with efficiency

Duties and Responsibilities

- i) Prepare, cook and present food timely, professionally and efficiently meeting Kolping Hotel Standards.
- ii) Maintain a clean working area while practicing exceptional safety, sanitation and organizational skills

Post: Waiters/Waitresses (3)

Reports to: Supervisor F & B

Duty Station: Kolping Hotels

Age Limit: 20 – 30 years

Remuneration: Attractive and Competitive

Qualifications and Person Specification

- A minimum of a Certificate or a Diploma in Hotel and Institutional Catering from a recognized Institution
- 2 years of working experience in a Hotel/busy business environment.

Duties and Responsibilities

- (i) Welcome the customers with a smile and promptly sit them in the dining room or gardens.
- (ii) Attend to customers' complaints professionally.
- (iii) Collect bills for payment.
- (iv) Maintain high levels of hygiene in the serving areas
- (v) Collect all used glasses, dishes and utensils promptly

Post: Pantry Attendant (2)

Reports to: Chef


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Duty Station: Kolping Hotels
Age Limit: 20 – 35 years
Remuneration: Attractive and Competitive

Qualifications and Person Specification

- A minimum of a Certificate in Hotel and Institutional Catering from a recognized Institution
- 2 years of working experience in a Hotel/busy business environment.

Duties and Responsibilities

- (i) Clean and maintain kitchen floors, workstations, pantry, and refrigeration areas
- (ii) Wash and sanitize all Kitchen utensils and cutlery
- (iii) Collect and properly dispose off Kitchen waste, clean and maintain dustbins
- (iv) Support food service with food items and prepare service equipment
- (v) Maintain high standards of hygiene and teamwork at all times

Post: Barista (1)
Reports: F&B Supervisor
Duty Station: Kolping Hotels
Age Limit: 24 – 35 Years
Remuneration: Attractive and Competitive

Qualification and Person Specification

- A diploma in Hotel and Institutional Catering, Hotel Management or its equivalent from a recognized Institution.
- At least three years' experience in the Hotel industry in a similar role.
- Strong knowledge of Coffee and tea brewing methods.
- Ability to work with minimal supervision
- Ability to work in a fast-paced environment and as part of a team.

Key Responsibilities:

- (i) Prepare and sell coffee, tea blends, juices, pastries, and related beverages while observing the best brewing methods and hygiene standards.
- (ii) Warm up and operate coffee machines and related equipment at all times.
- (iii) Train team members on brewing techniques, beverage preparation, food presentation, and customer service best practices.
- (iv) Create new beverage and food ideas to enhance the menu.

Laundry Attendants (03)
Reports: Supervisor House Keeping
Duty Station: Kolping Hotels
Age Limit: 22 – 35 years
Remuneration: Attractive and Competitive

Qualification and Person Specification


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- A Certificate in Catering and Hotel Management or its equivalent from a reputable Institution.
- At least three years' experience in the Hotel industry in House Keeping department or in a similar role.
- Ability to work with minimal Supervision
- Ability to meet tight deadlines with efficiency

Duties and Responsibilities

- Sort and clean all linen.
- Dry and iron washed linen as required.
- Sort and fold or hang clean linen
- Maintain inventory of all cleaning supplies and communicate cleaning needs to the Supervisor House Keeping.

Mode of application:-

Interested candidates should fill the application form to be got from any Kolping Hotels, Kolping Microfinance Uganda Limited or Uganda Kolping Society National Office or could be downloaded from www.kolpingug.org

Copies of academic Certificates, a detailed CV, three referees (with written recommendations) one of whom should be a Priest and a day time telephone contact, should be addressed to:-

**The Administrative Secretary,
Uganda Kolping Society,
P.O. Box 76,
Hoima.**

Email: nimmaculate@kolpingug.org , ukshroffice@gmail.com

Applications should reach the office of the Administrative Secretary not later than Friday 5th June 2026 at 5:00pm. Only shortlisted applicants will be contacted.


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