



Free Pentecostal Fellowship in Kenya,
HEAD OFFICE

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VACANCY RE-ANNOUNCEMENT:

Position: HOUSE KEEPER

Background

The Free Pentecostal Fellowship in Kenya (FPFK) is an evangelical church registered in Kenya, operating across 38 regions with over 2,000 congregations and a membership exceeding 350,000. The church traces its roots to a fellowship formed by Norwegian and Swedish missionaries in the 1950s and 1960s and was officially established in 1977.

FPFK's vision is a Pentecostal movement meeting the needs of society holistically based on Christian values. Its mission is to preach the Word of God to all nations in preparation for the second coming of the Lord Jesus Christ by establishing churches that address spiritual, economic, and social needs through evangelism, education, training, and socio-economic initiatives.

The organization's core values are **love, integrity, obedience, unity, humility, stewardship, and service**. FPFK also plays an active role in civil society through its membership in ACT Alliance Kenya Forum and the National Council of Churches of Kenya (NCKK).

Job Purpose

We are looking for a Housekeeper/Room attendant.

The Housekeeper will be responsible for maintaining a clean, safe, and comfortable environment for guest, staff, and visitors at the guest house.

Job Description

- Cleaning of public areas to include and not limited to dusting, vacuuming and bathroom cleaning.
- Washing windows mirrors, surfaces stain removal, carpet shampooing & removal of garbage.
- Stripping beds and replacement with fresh linen and clean towels as well as replacement of bathroom amenities.
- Pick up of guest Laundry from room to and from laundry and ensuring accurate count of the same always.
- Provide turn down services.
- Attend to guest promptly and accurately.
- Check inventory of room after guest has left advising supervisors if anything is missing.
- Ensure AC, TV, Telephone, Drier and any other room appliances are functioning well.
- Maintain all work equipment clean i.e. housekeeping trolleys, caddies, vacuum cleaners, cleaning cloths, brushes etc.
- Respond promptly and courteously to guest requests and inquiries
- Follow company policy for lost and found
- Report defective machinery immediately to supervisor for follow up.
- Understand all room categories and lay outs
- Adhere to health and safety hygiene and security regulation
- Performs any other duties as assigned

KEY REQUIREMENT SKILLS AND QUALIFICATION

- Certificate in Housekeeping, Hospitality, or a related field.
- Proven experience in housekeeping, preferably in a hotel or hospitality setting.
- Strong attention to detail and high standards of cleanliness.
- Excellent time management and organizational skills.
- Good communication skills and ability to work independently or as part of a team.
- Physically fit and able to perform cleaning duties efficiently.

Key Performance Indicators (KPIs)

1. Financial Performance

- Efficient use of cleaning supplies
- Linen and amenities control

2. Customer / Guest Service

- Room cleanliness and presentation.
- Response time to guest requests

- Accuracy in service (laundry, amenities, setup)

3. Internal Processes

- Room turnaround time
- Adherence to cleaning procedures and checklists
- Equipment handling and maintenance

4. Compliance & Governance

- Adherence to health, safety, and hygiene standards
- Lost and found procedures followed
- Incident reporting (damages, faults)

5. Learning & Growth

- Participation in housekeeping training
- Continuous improvement in service delivery

6. Documentation & Reporting

- Room inspection and inventory reporting
- Laundry tracking and accountability
- Maintenance issues reporting

Application Process

Interested and qualified candidates should submit their application, including a detailed CV and cover letter with three traceable referees of which one should be from church not later than 12th May, 2026 to:

**The General Secretary,
Free Pentecostal Fellowship in Kenya
Email: info@fpfk.or.ke**

FPFK - HEAD OFFICE
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