



Barista Job Description

Position Title:	Barista
Reports To:	Food & Beverage Manager
Location:	Nairobi

Overview

Durham International School is seeking a skilled and enthusiastic Coffee Barista to deliver exceptional service and high quality beverages at our school coffee shop. The role requires a customer focused individual with strong technical skills in coffee preparation, excellent communication abilities, and a passion for hospitality.

The successful candidate will prepare and serve a variety of hot and cold beverages, maintain cleanliness and efficiency in the coffee shop, and ensure a welcoming environment for staff, students, parents, and visitors.

Key Responsibilities

1. Beverage Preparation

- Prepare and serve espresso based drinks, brewed coffee, teas, smoothies, and specialty beverages to international standards.
- Operate and maintain coffee machines, grinders, blenders, and other beverage equipment.
- Ensure consistency in taste, presentation, and quality of all drinks.

2. Customer Service

- Provide friendly, professional, and efficient service to all customers.
- Handle customer inquiries, requests, and complaints with courtesy and professionalism.
- Promote a positive and welcoming atmosphere in the coffee shop.

2. Hygiene & Safety

- Maintain high standards of hygiene and food safety in line with Kenyan regulations and international best practices.

- Clean and sanitize workstations, equipment, and utensils regularly.
- Follow health and safety procedures, including safe handling of hot liquids and equipment.

3. Inventory & Stock Management

- Monitor stock levels of coffee beans, milk, syrups, pastries, and other supplies.
- Assist with ordering, receiving, and storing supplies.
- Minimize waste and ensure efficient use of resources.

4. Teamwork & Collaboration

- Work closely with the Coffee Shop staff and other staff to ensure smooth daily operations.
- Support school events, open days, and functions requiring coffee service.
- Contribute to a positive team culture and uphold the values of Durham International School.

Requirements

- Certification in Barista Training or Coffee Skills (e.g., Specialty Coffee Association).
- Minimum of a Diploma in Hospitality, Food & Beverage Service, or related field.
- At least 4 years of experience as a barista or in a hospitality/food service environment.
- Experience in bakery or pastry service (an added advantage)
- Knowledge of international coffee trends and sustainability practices.
- Strong knowledge of coffee brewing methods, latte art, and specialty beverage preparation.
- Excellent communication skills in English (oral and written).
- Ability to work efficiently under pressure and maintain high standards of service.
- Sound understanding of food safety and hygiene regulations.
- ICT literacy for point of sale systems and inventory management.
- Reliability, enthusiasm, and a passion for customer service.
- Provided a current Food handling Medical Certificate.

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by **14th September 2026**. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Non-Teaching Application Form [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Start date

Candidates should be available to start Immediate.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to adhere to the school's safeguarding policies and undergo appropriate background checks before employment.