



**October 22, 2025**

**JOB ADVERT**

**RwandAir Catering Ltd** is a fast-growing In-flight Catering Company in Rwanda that started its operations from August 2014 and is providing catering services to scheduled airlines, private jet and charters. RwandAir Catering Ltd aims to be one of the biggest aviation catering companies in Africa in few years to come.

As part of this strategy, we are looking for interested, qualified, committed and competent candidate to apply for the position mentioned below:

**PORTIONING ASSISTANT**

**Job Purpose:**

To ensure that food is served in consistent, correct, and safe amounts, following established Airline catering guidelines/ standards

**Job Title:** Portioning Assistant  
**Reporting Line:** Coordinator Portioning  
**Department:** Production

**Main duties and responsibilities.**

- Portion meals accurately measuring and dispensing specific quantities using the specifications provided
- Assisting with physical inventories and stocking to ensure the correct amount of food is available for proper portioning.
- Verify labels with right date of production on meal boxes and trays
- Collect from other Production Sections all the items to set-up meals containers
- Keep clean the work place and the production tools
- Respect HACCP requirements
- Observe safety and security requirements
- Attend to any other task assigned by the supervisor

**Required Qualification, skills and experience**

- Must possess relevant Culinary Professional Certificates from the recognized school/College;
- Minimum of 2 years of relevant experience in a hotel or restaurant or coffee shop
- Able to meet tight deadlines and able to work under pressure;
- Basic knowledge in food safety, quality and hygiene;
- Have no restrictions (Physically fit, able to work nightshifts, weekends and holidays and able to work under cold conditions);
- Good personality and positive interpersonal skills are required;



**RwandAir**  
**CATERING**

### How to apply

If you meet all the above criteria, send in your:

- Application letter addressed to Head of HR & Administration specifying the position you are applying in English
- Recent Curriculum Vitae, including three referees with their personal telephone contacts and E-mail addresses; in English
- Recent Notarized certificates
- **All documents must be signed and dated**
- Send at [hr.admin@rwandaircatering.rw](mailto:hr.admin@rwandaircatering.rw)
- **Deadline: 5<sup>th</sup> November 2025 at 05:00 pm.**
- **Only shortlisted candidates will be contacted.**