**Job Description**

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| **Job Title:** | Warehouse Cleaner |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
|  | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Maintain the warehouse, offices and exterior areas in a clean and sanitary status. | |
| **Job Responsibilities:** | |
| 1. Clean daily the warehouse floors and walls; maintain them in a high standard of cleanliness. 2. Clean all offices, bathrooms or toilets. Dispose of trash in an appropriate manner. 3. Request, through the Warehouse Manager or Warehouse Officer, required cleaning and sanitation materials; ensure that they are always in stock at the warehouse. 4. Wash daily CRS vehicles allocated to the warehouse. 5. Prepare coffee and tea for staff. Clean the kitchen and eating areas used by the office or warehouse staff. 6. Maintain exterior areas in a neat state. Cut overgrown grass, uproot unwanted bushes and weeds surrounding the warehouse. 7. Maintain a fireguard around the perimeter fence of the warehouse. 8. Prune shrubs, plants and trees. Keep the grounds free of litter; dispose of all litter appropriately. 9. Place trash bins in a position where they are accessible to municipal garbage collectors on the appropriate days. 10. Perform any other duties assigned by the Warehouse Manager or Warehouse Officer. | |
| **Supervisory Responsibilities:** | |
| None | |
| **Key Working Relationships:** | |
| **Internal:** | |
| Warehouse Manager, Warehouse Officer, Warehouse Information Officer | |
| **External:** | |
| None | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| **Required:** | |
| 1. Elementary education 2. Ability to work independently, within specific deadlines, on multiple tasks | |
| **Preferred:** | |
| 1. 2 years secondary education 2. Previous experience as an office worker 3. Spoken English | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |