**Job Description**

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| **Job Title:** | **Cleaner** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
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| **Background:** |
| Insert two to three sentences about what we are doing in the emergency. |
| **Primary Function:** |
| Keep the CRS facility clean. |
| **Job Responsibilities:** |
| 1. Wash floors, empty garbage, dust and clean daily
2. Prepare refreshments in the morning and afternoon as required, wash dishes
3. Manage kitchen area/ tea room, ensure that preparation and storage areas are clean and hygienic
4. Manage cleaning supplies, inform Admin staff when new supplies are needed
5. Wash windows weekly as well as clean and dust all desks
6. Clean CRS office grounds ; ensure garbage is properly stored and is taken away regularly
7. Any other duties related to the cleaning and maintenance of CRS office property
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| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| All staff who use the facility |
| **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.
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| **Qualifications:** |
| **Required**1. 5 years office cleaning experience
2. Professional and courteous manner; punctual
3. Good command of spoken English

**Preferred**1. Ability to write and read in English
2. Coursework or training in Food preparation or basic clerical duties
3. Ability to answer phones in English and take basic messages
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |