

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	JANITOR	1		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision ADMINISTRATIVE OFFICE
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b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision MAINTENANCE SECTION
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	MOSES OKODU _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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CURTIS HOYLE _____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)	JOHN KLIMOWSKI _____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Assigned as one of the janitors performing duties at GSO warehouse, US Mission office buildings and residential leased properties.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

JANITOR DUTIES: Sweeps, damp mops and waxes floors. Vacuums and cleans rugs, carpets and carpet protectors. Dusts and polishes office furniture, thoroughly cleans bathrooms, mirrors, shower facilities and associated plumbing sanitary wares, windows, empties office trash bins, refills paper towel and soap dispensers and sanitizes trash holding area., brushes ceilings to remove spider webs, cleans and refills drinking water coolers, sweeps and dusts walkways, verandas, and any other paved common areas. Reports water leaks, plumbing problems and other malfunctioning office appliance, equipment or any other maintenance repair problems to the supervisor. Monitors cleaning supplies and orders needed supplies.

LABORER DUTIES: Performs labourer duties in the absence manpower or during increased workload i.e. moves loads, unloads, carries and places equipment. Performs following manual duties as required: dig trenches, assist maintenance technicians in putting up fences, holding ladders, moving supplies to/from work sites and assists in house cleaning works during a busy House make ready schedule. 25%

GARDENER DUTIES: Cut and trim grass. Assist gardener in pruning, watering and planting seeds and plants, cut and trim trees and bushes. 10%

OTHER DUTIES: Incumbent will perform incidental driving duties delivering tools, supplies and workmen to the work site from warehouse. Issues tools to the maintenance employees when Tool Clerk is on leave. 5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of elementary school is required.
- b. Prior Work Experience
Two years of janitorial experience is required.
- c. Post Entry Training
Specific USG rules on safe use of chemical and equipment is required, Embassy policies and procedures, safety at workplace and customer service training on how best to interact with office employees.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level I (Rudimentary) English ability is required.
- e. Knowledge
Proper use of cleaning materials and safe disposal of cleaning materials detergent and chemicals.
- f. Skills and Abilities
Ability to maintain offices clean, neat and safe is required.

16. POSITION ELEMENTS

- a. Supervision Received
Maintenance Supervisor and Facilities Maintenance Manager.
- b. Available Guidelines
Instructions on cleaning products and equipment.
- c. Exercise of Judgment
Amount of cleaning material to use. Safety use of cleaning material and equipment.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
U.S. Direct Hire and FSN employees.
- f. Supervision Exercised
None

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks