



15. Qualifications Required For Effective Performance

- a. Education: **Completion of Primary School is required.**
- b. Prior Work Experience: **Six months experience in custodial/janitorial work.**
- c. Post Entry Training: **Basic SHEM safety training.**
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).  
**Level II (Limited Knowledge - Read/Write/Speak) English Language skill is required.**
- e. Job Knowledge  
**Incumbent must have good working knowledge of the safe use of cleaning chemicals/products and cleaning machines.**
- f. Skills and Abilities  
**Ability to work independently and with minimal supervision; must get along well with colleagues and must take the initiative to perform the duties of the position. Must be able to work on ladders at 12 – 20 feet tall when cleaning windows and other outside areas.**

16. Position Element

- a. Supervision Received:  
**Incumbent is directly supervised by the Janitor Supervisor. Incumbent may also receive instructions/guidance from the FSN Facility Manager, FS Facility Manager or Management Officer.**
- b. Supervision Exercised:  
**None.**
- c. Available Guidelines:  
**SHEM Safety guidelines and other guidelines on safe use of cleaning chemicals and cleaning equipment.**
- d. Exercise of Judgment:  
**Exercises judgment with reorganization of assigned daily tasks to deal with urgent matters.**
- e. Authority To Make Commitments:  
**None**
- f. Nature, Level, and Purpose of Contacts:  
**Direct supervisor, team members and basic communication with other members of staff when soliciting cleaning needs.**
- g. Time Expected to Reach Full Performance Level:  
**Six months.**

## **14. Major Duties and Responsibilities (Continue)**

### **General Cleaning**

**95% OF THE TIME**

Performs the cleaning of all offices and other work areas, public areas and entrances, hallways, bathrooms, water fountains, and storage areas, including outlying buildings, the CACs and U.S. Government short term leased residences during transition periods.

- These duties include but are not limited to emptying the trash, replacing liners in the trash containers, polishing, cleaning restrooms and stocking adequate supplies in the restrooms (toilet paper, paper napkins and hand soap), cleaning interior and exterior windows, cleaning of refrigerators, washing dishes and other utensils, sweeping, polishing, dusting, mopping, vacuuming, shampooing carpets, washing the coffee pots, washing linens/towels for Welcome Kits, ironing linens and tablecloths used for official functions. This includes daily, monthly, quarterly and annual tasks.
- Submits to the supervisor, verbal reports of building maintenance problems encountered during the day.
- Keeps cleaning items and equipment clean and in good condition.
- Ensures that the sidewalk and the external façade of the buildings are cleaned according to the maintenance schedules.
- Removes accumulated garbage from the compound and dispose them at the garbage dump.

### **Other Duties**

**5% of the Time**

Incumbent is required to perform any other duties which may be assigned, including casual labor or other duties as may be required by the General Services Office or the Facility Maintenance Section and assisting with and at official functions such as 4<sup>th</sup> of July, Awards ceremony etc.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.