



UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

CUSTODIAN

BASIC FUNCTION OF POSITION

Under the supervision of the General Services Manager the Custodian is responsible for maintaining a clean and tidy office spaces and grounds (Performing all custodial work at the Peace Corps office). S/he would also perform manual work by helping to load and unload Peace Corps property in storage areas and motor vehicles

DUTIES AND RESPONSIBILITIES

HOUSEKEEPING:

- Maintains office/public spaces at Peace Corps Head Office in clean condition through daily cleaning, sweeping, mopping, scrubbing, and waxing-polishing floors
- Cleaning, disinfecting, and deodorizing lavatories restrooms and other rest room fixtures at least twice per day;
- Cleans, dust, and polish all woodwork; desks, furniture, including windows and doors
- Keep electronic equipment free of dust and debris;
- Ensure proper disposal of trash and organic waste;
- Wash beddings and towels for bunk beds;
- Track cleaning supplies and request replenishment as needed;
- Perform other duties as assigned.

OTHER DUTIES:

- Unloading incoming supplies to Peace Corps, including opening pallets and packaging boxes in storage areas.
- Delivers requested supplies and/or furniture to respective offices
- Help to move furniture in offices and rearrange as requested

REQUIRED QUALIFICATIONS

EDUCATION: Completion of senior secondary school.

EXPERIENCE: One year janitorial work experience including ability to perform strenuous physical work

LANGUAGE: Good working knowledge English.

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **May 22, 2015**. **Only short-listed candidates will be notified and no telephone inquiries will be entertained.**

**Address applications to:
The Human Resources Specialist, Peace Corps Zambia
Plot 71A Kabulonga Rd.
P.O. Box 50707, Lusaka, Zambia**

Email: zm01-jobs@zm.peacecorps.gov clearly stating position applied for in subject line