|  |  |  |
| --- | --- | --- |
| **Title:** | HEAD OF CLEANERS | |
| **Generic Function:** |  | |
| **Code:** | AB02200 | |
| **Level:** | 2 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | HR Manager |
| **Reports to (Functional):** | HR Manager |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Planning and supervising the housekeeping, cleaning and tidying up activities, performing hands on tasks as part of the team and maintaining the tools and materials involved in the work, according to MSF protocols hygienic standards and procedures, in order to ensure public and staff private living and working areas are in good condition |

|  |
| --- |
| **Accountabilities** |
|  |
| * Dividing up the teams in accordance with the needs and adapting the number of workers per team according to the activities, * Supervising the cleaners, filling in and following up their work planning * Overseeing the following activities:   + Cleaning of bedrooms, bathrooms, toilets and other rooms in MSF houses   + Execution of laundry, ironing and other housekeeping activities   + Provision of support to the cook (washing up, cleaning the kitchen, etc.) and preparing hot water for tea/coffee and refilling drinking water for the office   + Checking that toilets are well stocked with necessary items and that water supply is suffiecient during water cuts   + MSF premises being properly locked (doors, windows) * Looking after tools and materials, carrying out periodic inventories with the cleaners and ensuring the renewal of tools and/or restocking of materials * Performing hands on tasks as part of the team |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Literacy essential |
| **Experience** | previous experience required |
|  |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**