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| **Title:**  | CLEANER  |
| **Generic Function:**  |  |
| **Code:** | AB02300 |
| **Level:** | 1 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | Administration Manager |
| **Reports to (Functional):** | Administration Manager |
| **Job Family:** | Administration, Human Resources and Finance |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Execute, according to hygienic standards, housekeeping, cleaning and tiding up activities in order to ensure public and staff private areas are in good condition. |

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| **Accountabilities** |
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| * Clean bedrooms, bathrooms, toilets and other rooms in **MSF** houses.
* Do the laundry iron clothes and other housekeeping activities.
* Support the cook (washing up, cleaning the kitchen, etc.).
* Sweep and mop the floors.
* Restock supplies (toilet paper, soap, etc.) as required.
* Upon arrival, prepare hot water for tea/coffee and refill drinking water.
* Check that the toilets are well stocked with paper, soap and condoms.
* Check that the water supply (kitchen, showers, etc.) is sufficient during water cuts.
* Keep premises properly locked (doors, windows).
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | None is required |
| **Experience** | None is required |
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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.

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| **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.**