**Attachment (1)**

**Scope of Work**

**Title:** **Cleaner**
**Location:**          **Khartoum**
**Reports To:** **Admin**

**Number of cleaners requested: 6 cleaners- (4 for office & 2 for the guesthouse)**

**Starting date: 1/April/2021**

**Job Responsibilities:**

* Mop and sweep office/guesthouse building and outside areas.
* Collect trash and take it out of the compound.
* Wipe down all counters and surface areas with soap and water.
* Clean under desks, chairs, bed, and other furniture.
* Clean the latrines and ensure that toilet paper is regularly stocked.
* Ensure that sufficient quantity of water is being put in the refrigerator and kept in store at all times.
* Clean dust from the windows.
* If working at the guesthouse, wash all clothes given by residents and/or visitors and iron them.
* Prepare rooms when visitor is coming with new bed sheets, pillows, blankets, and towel.
* Demonstrate good stewardship when using CRS resources, soap, water, and cleaning supplies.
* Record the items brought in or taken out of store.
* Inform the supervisor when there is damage or something broken at the compound that is in need of repair.
* Inform supervisor when stock is getting low for items needed.
* Perform other duties as requested.
* Preparing food & tea for guest house residents.
* Maintain hygiene at CRS office & guest house.
* Preparing tea- coffee at CRS office.

**Deliverables/Output**:

* General routine on daily basis.
* **Professional Skills:**
* Very good experiences in cleaning & general services.

**Disclaimer Clause:** This scope of work is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.