

# Islamic Relief Sri Lanka

## JOB DESCRIPTION



<b>POSITION TITLE</b>	Cleaners (Caretakers) - 4 Positions
<b>REPORTING TO</b>	People, Culture & Services Officer
<b>DUTY STATION</b>	<b>Country Office, Akkaraipattu</b>
<b>CONTRACT TYPE</b>	<b>Fixed Term</b>
<b>CONTRACT DURATION</b>	<b>1 year – till 31<sup>st</sup> Dec 2025</b> (Extendable subject to performance and Organizational need)

### JOB PURPOSE

To maintain cleanliness, prepare refreshments, and provide caretaking support to ensure a safe, clean, and welcoming environment for staff and visitors.

### KEY ACCOUNTABILITIES

- Daily cleaning of office spaces, including desks, chairs, windows and shelves.
- Dusting and wiping electronic equipment such as computers, monitors, and printers (with appropriate materials to avoid damage).
- Sweeping, vacuuming, and mopping floors to maintain hygiene standards.
- Prepare and serve tea, coffee, and other refreshments for staff and visitors.
- Maintain the cleanliness of kitchen areas (Refrigerators, Coffee machines, and utensils)
- Ensure an adequate supply of beverages and related materials (milk, sugar, Tea powder etc.).
- Cleaning and sanitizing restrooms, including sinks, toilets, and mirrors.
- Replenishing supplies such as toilet paper, hand wash, and paper towels.
- Ensuring garbage bins are emptied, cleaned, and replaced with fresh liners daily.
- Ensure an adequate supply of cleaning items/Equipment's-Tissue, Hand wash, Tile Cleaners, Brooms etc.).
- Sorting and disposing of office waste according to the organization's wastage policy.
- Preparing and arranging meeting rooms, including table setups and chair arrangements.
- Cleaning and resetting meeting rooms post-events or meetings.
- Safely storing and organizing cleaning equipment and chemicals.
- Identifying and reporting maintenance issues such as broken furniture, electrical faults, or water leaks to the administrative team.
- Ensuring safe handling and storage of cleaning chemicals in compliance with safety guidelines.
- Maintaining records of cleaning schedules and tasks completed.
- Assisting in cleanup after unexpected spills, accidents, or emergencies.

- Ensuring all emergency exits and pathways are clean and unobstructed.
- Cleaning and maintaining outdoor areas & Parking areas.
- Assisting with minor landscaping tasks such as watering plants or removing debris.

### **PERSON SPECIFICATION**

It is essential that the post holder shows a good understanding and sympathy with the organizational values & principles, vision and mission as well as commitment to its PSEAH (preventing sexual exploitation abuse and harassment) protocols. IR has a zero-tolerance policy towards PSEAH and don't support any action that promotes or encourages PSEAH.

IR is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IR engages. IR expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

### **Qualifications and Skills:**

- Secondary level education certificate.
- 2 Years Previous experience in a similar role is preferred.
- Housekeeping-Knowledge of cleaning techniques and equipment handling.
- Health & Safety-Basic understanding of office equipment troubleshooting.
- Strong interpersonal skills and a service-oriented mindset.
- Ability to work independently and manage time efficiently.
- Physical stamina and ability to perform manual tasks.

**HOW TO APPLY?** Please forward your CV along with the contact details of non-related referees by post **(Islamic Relief-SL, People, Culture & Services Manager, No: -01B, Main Street, Prince corner complex, Akkaraipattu-01)** or email to [HR@islamic-relief.lk](mailto:HR@islamic-relief.lk) **Before 23<sup>rd</sup> December 2024**. {When sending CVs, it is mandatory to mention **"Apply for the position of Cleaners (Caretaker)"** at the top corner of the envelope}.