AB02200
HEAD OF CLEANERS

Level 2

Reports to (Hierarchical)
HR Manager

Reports to (Functional)
HR Manager

Job Family
HR & FIN

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

Education
Literacy essential

Experience

previous experience required

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