Catholic Relief Services, Uganda Program

VACANCY ANNOUNCEMENT

Job Title: Guest House Janitor
Department: Operations
Supervisor: Administration Officer
Grade: Casual Labor/ Contract
Country/Location: CRS Uganda/Kampala

About Catholic Relief Services:

Catholic Relief Services (CRS) is an international non-governmental organization (NGO) supporting relief and development work in over 100 countries around the world. CRS carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. CRS’ Catholic identity is at the heart of our mission and operations, serving people on the basis of need, regardless of creed, ethnicity or nationality. CRS works through local church and non-church partners to implement its programs.

CRS has worked in Uganda since 1965, initially providing emergency assistance to Sudanese refugees living in the north. Over the years, CRS has expanded its programming to also address development needs in western, central, and eastern Uganda. CRS’ projects in Uganda currently include agriculture, health, microfinance, peacebuilding, and youth. CRS Uganda implements its programs through partnerships with local organizations, including the Catholic Church, other faith-based organizations and community entities for maximum impact and sustainability. CRS Uganda employs around 190 staff and has its main office in Kampala, with sub-offices in Moroto, Yumbe, and Hoima. With our more than 30 partners, we served over 1.2m Ugandans in 2020.

Job Summary:

You will perform the tasks associated with CRS Kampala Guest House maintenance to ensure that all Guest House space is clean, in an organized manner always as well as to provide/prepare tea for visitors as and when available. You will maintain Guest House rooms and kitchen supplies ensuring regular replenishment of stock.

Your knowledge and experience will allow you to coordinate the respective activities, as you apply the principles of stewardship, integrity, transparency, and accountability.

Job Roles and Responsibilities:

- Ensure Safe custody of Guest House keys
- Ensure that all security lights are switched off at the end of each working day and off in the mornings. Check and ensure that all security lights are always working.
- Cleaning & maintenance of the Guest House. Ensure that all Guest house rooms are scrubbed and/or polished floors, using brooms, mops, and/or powered scrubbing.
- Report any security incidents to Administration Officer respectively.
- Sweep, dust and mop all Guest House under your care every day. Wipe all surfaces in the Guest House and open all windows.
- Clean all furniture and equipment in the Guest House daily. Check status of furniture and report any incidences of damages to furniture and equipment to the Administration Officer
- Ensure that all bathrooms and hand towels are clean and always maintained in a useable manner and that there is a constant supply of toiletries in the Guest House under your care.
• Ensure that the kitchen and utensils are always clean.
• Prepare adequate tea in a timely manner for visitors.
• Ensure that Guest House crockery and cutlery are clean and available when required.
• Ensure that there is a constant supply of drinking water for visitors.
• Keep a record of supplies needed for visitors’ welfare and basic hygiene of the Guest House.
• Ensure that the Guest House is always equipped with adequate cleaning materials.
• Keep safe custody of cleaning and kitchen supplies. Maintain adequate stocks.
• Prepare reports of use of Kitchen and cleaning supplies and requisition for replenishments.
• Organize refreshments and food for guests as requested.
• Report any structural problems if any.
• Liaise with Administration Officer to have the curtains dry cleaned regularly. Maintain curtain cleaning schedule.
• Perform any other duties / responsibilities as may be requested by guests, supervisor, or management.

Typical Background, Experience & Requirements:

Education and Experience:
• Minimum of Ordinary level Certificate of Education.
• Demonstrate knowledge of equipment use and maintenance.
• Computer Literacy in MS word, MS Excel, and E-mail communication

Knowledge, Skills and Abilities:
• Good spoken and written English language skills.
• Ability to apply creative thinking to practical problem solving with an aim of improving service delivery.
• Good interpersonal skills and relations.
• The person must be able to work with minimum supervision.
• Ability to manage multiple tasks at a time and work effectively.

Key Working Relationships:
Supervisory: N/A
Internal: All Staff
External: visitors & vendors

Agency-Wide Competencies (for all CRS staff)
These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.
• Integrity
• Continuous Improvement & Innovation
• Builds Relationships
• Develops Talent
• Strategic Mindset
• Accountability & Stewardship
**DISCLAIMER CLAUSE:**
This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position.

*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

**CRS is an Equal Opportunity Employer**

**NOTE:** To apply, please follow these instructions *exactly* otherwise your application will NOT be considered:
- Email a cover letter and CV *only* to ug_recruitment@crs.org by November 26th, 2021 at 5:00pm.
- Large files and/or scans of documents will lead to rejection of your application, in the subject line of the email, copy and paste – **GUESTHOUSEJANITOR** only
- All applications that do not contain this exact subject line will be rejected and not read

**ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/V**