

Job Purpose: The purpose of Cook/Cleaner combined responsibilities in meals preparation and related responsibilities and maintaining cleanliness in the residence and undertake cleaning in areas as directed to ensure the rooms are kept in a clean and hygienic condition for staff at the residence and meals are prepared in a timely manner.

A. Cleaning

Daily

- Scrub and disinfect the bath cubicles, hand wash basins and toilets every day.
- Sweep and dust assigned bedrooms, balconies
- Cleaning assigned corridors, stairways, living room area and any other common area
- Dust grills, surfaces and polish furniture and fittings.
- Empty and clean trash containers and dispose the trash in a sanitary manner.
- Monitor and report as arising repairs, routine maintenance and replacements

Weekly

- Scrub all floors
- Remove cobwebs in bedrooms, corridors, stairways, balconies and common areas
- Make beds and change bedding in the bedrooms as per the weekly schedule
- Sort clothing and other articles, load washing machines, and iron and fold dry items, (Clothes should be pressed, folded and given back to the owners).

B. Cooking

Food preparation and service

- Prepare meals as per the set menu ensuring sufficiency for the number of staff; minimise wastage and avoid shortages
- Ensure meals are prepared in a timely manner;
- Receive and confirm the quality of fresh foods delivered.
- Be innovative and discuss menu diversifications with the Base Manager

C. Kitchen Safety, Cleanliness and Hygiene

- Maintain sanitation, health and safety standards in work area;
- Maintain highest possible standard of cleanliness of crockery, cutlery, and utensils;
- Clean and sanitize the working surfaces, tools, utensils and working area daily

D. Person Specifications

Essential

- Training relevant in food preparation and cooking
- 1 years' work experience
- Fluent in spoken and written English
- Able to lift minimum 20 kgs
- Ability to work effectively as part of a team.
- Ability to work effectively under own initiative.
- Experience of general domestic and support work.

Desirable

- Certificate in Catering or Housekeeping
- Experience in working in a multi-cultural environment
- Fluent in spoken Arabic and/or local languages

Applications deadline: 28th April 2022.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org

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REPUBLIC OF SOUTH SUDAN