



The Rescue Mission
For a suffering free society

Approved



1 Position: Cook/Cleaner- Female

Job Title	Cook/Cleaner- South Sudanese Nationals Only
Organizational Unit	Operations
Line management	None
Supervisor	Admin & HR Assistant
Contract Period	3 months' probation with possibility of extension for 6 months based on funding and performance
Duty Station	Juba
Opening Date:	24/9/2024 to 8/10/2024

Organizational Background

TERM is a non-political, non-profit organization duly registered in 2017 by the Relief and Rehabilitation Commission as a NNGO with registration number 1051. TERM responds to needs of Displaced persons, refugees and returnees to help and ensure such affected group of people get access to dignified basic services through provision of humanitarian support so as to alleviate further suffering, strengthening of local capacities and build stronger and resilient communities. TERM Focuses on community development and programing to ensure empowered and viable generations that promote and works to build a suffering free society. TERM serves communities at the grass roots through provision of services in the sectors of NFI, WASH, Education, FSL, Youth and Women empowerment, Protection, Advocacy on Environmental protection and conservation to ensure "A suffering free society.

Currently TERM operates in 3 of the 10 states of South Sudan but serves other areas through mobile emergency response, TERM's current Field Offices are in Pibor, New Fangak, Bor South, Kajo Keji, and Yei with headquarters in Juba. In its 2024/2025 strategic pillar TERM will be expanding its services to Unity State, Northern Bahr el Ghazal and Upper Nile States



Purpose of the Role

As a growing institution TERM is looking for a self-driven personality with proven proficiency in accomplishing task for the role of **Cook/Cleaner**

The position holder will be responsible for the efficient management of the roles of a cook and a cleaning, this role is essential in maintaining the hygiene and functionality of any environment. The primary purpose of a cook is to prepare and cook meals according to recipes and quality standards.

Key Roles and Responsibilities

- Emptying waste bins or similar receptacles, transporting waste materials to designated Collection
- Timely cleaning of office rooms, meeting room and other spaces to ensure it's ready for use by the respective staff/programs.
- Monitoring of spaces to ensure there are proper and clean for use, the cleaner is expected to conduct frequent clean ups in case there is dust in offices.
- Accountable for the usage of cleaning and food items to ensure there is no waste
- Mopping floors with wet or damp mops
- Dusting and dumping washing or polishing the furniture, windowsills and external surface of cupboards, furniture and other equipment
- Prepare request for consumable items (soap, toilet rolls, paper towels) if required
- Ensure tidiness of toilets, urinals hand basins and sinks
- Plans and prepares food based on the core menu specifications to ensure constant quality
- Observes proper use of all cooking and preparation equipment so as to not cause harm to themselves and coworkers
- Keeps record of food and cleaning items at her disposal ensuring timely request for replenishment.
- Responsible for proper expending of food items working efficiently to achieve maximum productivity
- Comply with health standards, upholding this regulation at all times
- Receive food and supply order, ensuring that items receive are in good condition.
- Maintain high level of hygiene, prioritize food safety at all times while executing her duties

Qualifications:

- High school certificate or equivalent technical education in relevant field.
- Proven experience as a cook/cleaner with a reputable organization/company
- Knowledge of various cooking procedures and methods.
- Ability to work with little supervision and maintain a high level of performance.



Personal Attributes:

- Strong ethical standards and high levels of integrity.
- Team player with excellent interpersonal skills.
- Flexible and adaptable, with a proactive approach to problem-solving.
- Attention to proper hygiene with good capacity to analyze risk
- Mindful of personal hygiene

HOW TO APPLY

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV to TERM Head Office in Juba located in Gudele two, 2 km from the Main Road North ward Joppa (Before Manga Bullen)

Or online via email to hr.rescuemission@gmail.com

Please indicate the position you are applying for in the subject line i.e. **“Application for the position of “Cook/Cleaner**

1. ***TERM is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on merit, qualifications, and Experience. We do not discriminate on the basis of race, color, religion, and ethnicity etc.***
2. ***TERM operates a zero-tolerance policy toward any form of abuse, exploitation, fraud/corruption or harassment, and all employees are duly expected to uphold these principles in their professional and personal conduct while with TERM.***

Only qualified women are strongly encouraged to apply.

All documents submitted with the applications are non-returnable, applicants are advised to only attached copies. Only shortlisted candidates will be contacted

The position is urgently needed and applications will be reviewed on rolling basis

