



Office Cleaner (Rangpur)
DEMOCRACY INTERNATIONAL

Job Category: Security/Support Service

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 01

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Posted On: 30 Oct 2024

Salary: Negotiable

Application Deadline: 8 Nov 2024

Job Context

- Democracy International (DI) is seeking to hire an Office Cleaner for the USAID funded Responsive Local Governance (RLG) Activity in Bangladesh. The goal of the Activity is catalyzing change within Bangladesh's local governance system necessitates investment to strengthen Local Elected Government Institutions (LEGI) capacity, improve civil society and citizen participation in governance structures, and bolster multisectoral coordination for quality service delivery. The specific objective of this Activity is to develop LEGIs as an effective, responsive, inclusive, and accountable institution to address social issues and provide quality basic services to the most marginalized. This is a full-time position based in Rangpur. This position is only open to the citizens of Bangladesh.

Job Description/Responsibility

- Clean office areas by emptying trash, wiping desks, mop hard floor areas, dust necessary areas, wipe doors and windows;
- Sanitize all touch points including but not limited to door handles, desks, tables, chairs, copiers, counters, coffee machines, appliances, etc.;
- Clean and sanitize all offices areas by wiping tables, chairs, countertops, handles, refrigerator, microwave, and coffee machines, sweeping, and mopping floors, emptying trash, etc.;
- Refill kitchen area, coffee stations and refrigerator with appropriate items: cutlery, cream, sugar, water, utensils, plates, cups, paper towels, soap, hand washing equipment, etc.;
- Clean and sanitize all washrooms by cleaning toilets/urinals, sinks, mirrors, and floors;
- Stock washrooms with appropriate items: toilet paper, paper towels, hand wash soap, sanitizer, air freshener etc.; Issuing of items from the Stores and make sure that records are updated;

- Supporting in photocopying, binding and filing of documents;
- Report any issues with kitchen equipment and photocopying machines.
- Other similar tasks and responsibilities that DI might reasonably request.

Reporting:

- This position reports to the Finance and Operations Officer.

Education Requirements

- PSC/ 5 Pass(PSC) completed.

Experience Requirements

- No experience is required.

Skills Requirements

- Experience in office cleaning and/or operations
- Basic inventory management
- Ability to Maintain positive, professional interactions with office staff
- Proficiency in English is required.

Work Area

- Applicant should have experience of working in the following category(ies): Security/Support Service

Industry Type

- Experience should include the following skills: NGO/Social Services