

SEYCHELLES INSTITUTE OF AGRICULTURE & HORTICULTURE

JOB DESCRIPTION

POST TITLE: HOUSEKEEPER

RESPONSIBLE TO: ADMINISTRATIVE OFFICER

SUMMARY OF DUTIES:

Ensure a high level of cleaning service in offices, buildings, private residence & other premises.

DUTIES AND RESPONSIBILITIES:

1. To clean all offices and board rooms
2. To wash floors where applicable
3. To remove waste from offices/pantries etc.
4. To polish furniture in offices and board room daily
5. To clean and disinfect toilets, kitchen and pantries
6. To change towels daily, replace soap/ liquid soap as necessary
7. To regularly water potted plants in offices/board room
8. To regularly clean windows inside and outside
9. To assist with tea/coffee preparation
10. To wash hand and kitchen towels
11. Any other relevant duties as may be assigned

Minimum qualifications:

Secondary level of education- desirable

Relevant experience- desirable

Flexibility, maturity, pleasant personality and confidentiality-essential

NB

Should a cleaner be requested to work on weekends, public Holidays or work overtime arrangement will be made for refund as necessary/ as per existing laws.