

JOB DESCRIPTION

1. Job Title	Cleaner cum Gardener
2. Job Location	AVC Dhaka Office
3. Supervisor	Operations Specialist
4. Supervisee	N/A

Purpose Description

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for a Cleaner cum Gardener position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

The main purpose of the role is to ensure cleanliness of inside and outside of the office premises i.e. office floor, furniture, toilets etc. at all times. Also maintain the garden to ensure beautification of the office complex.

I. Main Roles and Responsibilities

a) Keep office premises clean at always through

- i) Sweeping up floor on every working day at the beginning and end of the day
- ii) Dusting all office furniture every working day at the beginning and end of the day
- iii) Cleaning all doors and windows as and when required
- iv) Making empty all trash bins as needed
- v) Go through overall cleaning on weekly basis and report to the supervisor
- vi) Regularly checking the drainage flows and clean regularly
- vii) Clean the roof top on a regular basis and needed extra caring during the raining season if rain water gathers anywhere on the roof.

b) Maintain office toilets through

- i) Cleaning all office toilets everyday as and when required
- ii) Replenishing toilet supplies minimum on daily basis

c) Maintain the office garden through

- i) Watering the garden trees on daily basis
- ii) Cleaning and maintenance of ground and roof top garden

d) Replacement services

- i) Assist office aide for all logistic services during meeting, when required
- ii) Photocopy and scanning in absence of office aide
- iii) Assist cook in preparation of food, especially when regular cook is absent
- iv) Ensure the water supply in office, filling the overhead water tank on a regular basis. Take initiative and inform supervisor if the water pump not working.
- v) Generator fueling, check water and fuel level of generator and support the on/off functions during emergency time/or in absence of electricity
- vi) Minor repairing knowledge on electricity lines/switches, replace the electric bulb in and outside the office, and garden area Inform supervisor whenever found any leaking water and gas line.

II. Knowledge Management and Teamwork Roles and Responsibilities

1. Provide assistance to Cook and other Office Aide for their smooth functioning and fill in absence of any Office aide

III. Compliance Roles and Responsibilities

1. Carry out the assigned jobs on regular basis
2. Maintain time sheet for carrying out the assigned jobs
3. Adhere to DAI confidentiality declaration

Education, Experience and Skill Requirements

Education/qualifications:

Essential -

- Minimum Class VIII, higher qualification **Desirable -**
 - Understanding English

Experience:

Essential -

- 2-3 years working in the similar position

Desirable –

- Maintaining grounds outside of office

Skills:

Essential -

- Work in teams