



## PEACE CORPS SAMOA STATEMENT OF WORK

### *Cleaner*

Revised July 12, 2021

#### **Function of Position:**

The Cleaner, working under the direct supervision of the General Services Manager, is responsible for the cleanliness of the Peace Corps Office (PCO) including, but not limited to, the Reception Area, Conference Room, Kitchen, Bathrooms, Resource Center and Medical Unit. Routine janitorial work will be performed with minimum guidance.

This is a part time position. Hours are 8:30a-12:30p Monday through Friday.

#### **Duties & Responsibilities:**

##### **Cleaning (80% of time)**

- Performs the following routine daily tasks:
  - Straightens up the Reception Area, Conference Room and Resource Center.
  - Washes dirty dishes and sanitizes the kitchen table and counters.
  - Sanitizes all bathrooms and refills soap and towels.
  - Empties all of the rubbish bins.
  - Sweeps all of the floors.
- Performs the following routine weekly tasks:
  - Dusts all major surfaces.
  - Cleans all of the windows and mirrors.
  - Mops all of the floors.
- Performs the following monthly tasks:
  - Deep cleans the Medical Unit.
- Monitors availability of office cleaning supplies and equipment. Notifies Admin Officer of supply needs and purchases as authorized, using petty cash and/or cash advances.
- Maintain an adequate supply of cleaning equipment and supplies as needed.
- Reports to the Admin. Officer any areas that are in need of repair (dripping taps, faulty power points, etc.).

##### **Other (20% of time)**

- Assists with official meeting and/or conference logistics including, but not limited to, preparation of food items, moving items to event location, set-up and tear-down.
- Organizes PC property upon request.
- Answers phones and serves as messenger when needed.
- Assists staff with photocopying, shredding and light filing needs.

- Keeps paper stocked by photocopier and alerts GSM if photocopiers are jammed or need toner
- Classifies recycling materials and coordinates with the recycle collecting company.
- Performs other duties as may be assigned by the AO and which do not conflict with primary duties and responsibilities as outlined above.
- The PSC will be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer, or designee. The PSC will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. The PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

**Qualifications:**

**Education:** PSSC

**Experience:** One year of professional cleaning required.

**Language:** English.

**Knowledge:** Professional cleaning.

**Skills and Abilities:** Ability to perform physical work including, but not limited to, lifting and bending for a sustained period of time. Ability to follow directions and safety precautions when using cleaning products/solutions.

**Position Elements:**

**Supervision Received:** Receives general supervision from the DMO who may delegate supervision to Financial Assistant or General Service Manager. Routine work is done with minimal instruction; for new, difficult, or unusual tasks, supervisor gives specific directions on objectives and procedures; supervisor reviews finished work for accuracy, correct procedure and timeliness.

**Available Guidelines:** SOW.

**Exercise of Judgment:** Expected to exercise full judgment in all responsibilities outlined in the job description. Takes initiative to clean other areas and/or property that need attention.

**Authority to Make Commitments:** None.

**Nature, Level, and Purpose of Contacts:** The Incumbent is expected to have frequent contact with PC Staff and Volunteers in order to provide adequate janitorial support. Contact should be made in a professional, courteous manner.

**Management Exercised:** None.

**Time Required to Perform Full Range of Duties:** One month.