

**VACANCY – URGENTLY NEEDED**  
**OFFICE MAINTENANCE STAFF FOR PHILIPPINES OPERATION**  
**(Cagayan de Oro Based, Philippines)**

**Term of Reference**

<b>ROLE</b>	<b>OFFICE MAINTENANCE STAFF</b>
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**Overall Purpose of the Position:**

The main purpose of the position for this position is to ensure a clean, safe, and hygienic work environment by performing regular cleaning tasks such as sweeping, mopping, dusting, and sanitizing, as well as managing waste disposal and minor repairs. This role includes maintaining office facilities, monitoring and replenishing cleaning supplies, and adhering to health and safety standards to prevent the spread of germs and ensure the smooth operation of office activities. By keeping the workspace clean and functional, Office maintenance officer contribute significantly to the overall well-being and productivity of employees.

<b>REPORTS TO</b>	HRA and ADMIN OFFICER
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**Responsibilities:**

1. Maintain cleanliness and tidiness throughout the office premises, including but not limited to:
  - a. Sweeping and mopping floors
  - b. Dusting surfaces
  - c. Cleaning restrooms
  - d. Emptying trash bins regularly and coordinating trash collection by the Barangay
  - e. Ensuring cleanliness in storage areas
  - f. Cleaning of kitchen area
  - g. Cleaning of KM Unit, DED and Grants room, RM and HR room, CapDev team room, Lifespace team room, and Finance room and Studio
  - j. Cleaning of garden, front yard, and side areas of office.
2. Assist in preparing and serving food during designated mealtimes and special activities, adhering to food safety guidelines and protocols.
3. Aid staff members as needed, including but not limited to:
  - a. Supplies preparation for field work, based on staff instructions.
  - b. Tracking of supplies, tools, equipment, and other materials in storage.
  - c. Moving furniture or equipment
  - d. Setting up for events or meetings
  - e. Handling deliveries
4. Always ensure compliance with health and safety regulations. Such as:
  - a. Proper use of cleaning chemicals.
  - b. Safe handling and disposal of waste, ensure segregation
  - c. Sanitize and disinfect common areas
5. Ensure staff comply with office cleanliness and efficiency policies:

- a. Educate on and enforce policies: Understand the office cleanliness and efficiency policies and ensure all staff members are aware of and follow these guidelines. Remind colleagues about the importance of maintaining a clean and organized workspace.
  - b. Monitor Compliance: Regularly check workspaces and common areas to ensure policies are being followed. Report any non-compliance to the Procurement and Admin Officer.
6. Establishing and Maintaining Cleaning Schedules:
- a. Daily Cleaning Tasks: Create and adhere to a daily cleaning schedule that includes tasks such as taking out the trash, wiping down surfaces, and cleaning restrooms.
  - b. Weekly and Monthly Tasks: Develop a schedule for less frequent tasks, such as deep cleaning carpets, windows, and communal appliances. Ensure these tasks are completed on time.
7. Checking Electrical Equipment Before Closing:
- a. Inspect and Secure Electrical Devices: Before closing the office, inspect all electrical equipment to ensure it is turned off and unplugged if necessary. Check for any visible damage or hazards.
  - b. Report Issues: Report any malfunctioning equipment to the appropriate maintenance personnel or supervisor immediately to prevent electrical hazards.
8. Office Security and Safety Checks:
- a. Secure the Premises: Ensure all doors and windows are securely locked before leaving. Check that security systems are activated and functioning correctly.
  - b. Emergency Exits and Equipment: Verify that emergency exits are not obstructed and that safety equipment, such as fire extinguishers and first aid kits, are in place and accessible.
9. Perform other duties as assigned by the HRA Officer or Deputy Executive Director.

<b>Working Relationships:</b>
Internal : HRA team, All Samdhana Staff
External : Vendor and Suppliers

<b>Qualifications :</b>
<u>Education and Experiences:</u>
<ul style="list-style-type: none"> <li>• High School Graduate or College Level</li> <li>• With at least 2 years experience in office maintenance</li> </ul>
<u>Knowledge and Skills:</u>
<ul style="list-style-type: none"> <li>• Attention to Detail: Thoroughly clean and maintain office spaces.</li> <li>• Time Management: Efficiently complete tasks without disrupting office activities.</li> <li>• Physical Stamina: Perform physical tasks such as lifting, bending, and standing for long periods.</li> <li>• Basic Maintenance Knowledge: Handle minor repairs and maintenance.</li> <li>• Health and Safety Awareness: Understand and implement safety protocols.</li> </ul>

Working Attitudes and Habits:

**Working Attitudes**

- Reliability: Consistently showing up on time and completing tasks as scheduled, ensuring that the office is always clean and well-maintained.
- Proactiveness: Taking initiative to identify and address cleaning and maintenance issues before they become problems, rather than waiting to be told what to do.
- Attention to Detail: Meticulously cleaning and maintaining areas, ensuring no spot is missed, and high standards of cleanliness are upheld.
- Positive Attitude: Maintaining a friendly and approachable demeanor, which helps in creating a positive atmosphere in the office.
- Adaptability: Being flexible and able to adjust to changing schedules or unexpected tasks as needed.

**Working Habits**

- Consistency: Performing cleaning tasks regularly and consistently to ensure a continuously clean environment.
- Efficiency: Managing time well to complete tasks promptly without disrupting the workflow of others in the office.
- Organizational Skills: Keeping cleaning supplies and tools well-organized and easily accessible for efficient use.
- Safety Consciousness: Following proper safety protocols and using cleaning products and equipment correctly to avoid accidents or health hazards.
- Communication: Keeping open lines of communication with supervisors and other staff to report issues, request supplies, and coordinate tasks effectively.

**Terms and Conditions**

- Fulltime employment after a satisfactory assessment
- The duty station is in Cagayan de Oro, Philippines
- Start date: immediately.

**Application procedures**

- ONLY shortlisted candidates will be contacted.
- Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to [hrd@samdhana.org](mailto:hrd@samdhana.org) at **the latest on 1 June 2024**