

External Job

Vacancy Announcement

Read!!! Read!!!! Read!!!!

Job Title	Support Staff (Cleaner)	Job code	SS
Department	Administration	Report to	Maintenance Officer

ABL is currently looking for dynamic, independently working and self-driven persons for the position of Support Staff.

We are seeking a highly motivated person who is ready to accept challenges.

Main Responsibilities

Responsible for ensuring that all areas within and outside the bank buildings are kept neat, hygienic and orderly. This includes:

- ✓ Ensure self-daily checks (ceilings, floors, walls, glasses, curtains, bathrooms, offices, etc.) on building in the branch.
- ✓ Report damages and missing items to Maintenance Officer
- ✓ Cleaning rooms, hallways, lobbies, lounges, restrooms, corridors, stairways, locker rooms, and other work areas so that health standards are met
- ✓ Gathering and emptying wastebaskets, emptying and cleaning ashtrays, and transporting other trash and waste to disposal areas
- ✓ Replenishing supplies, such as drinking glasses, linens, and bathroom items, and requisitioning supplies and equipment needed for cleaning and maintenance duties.
- ✓ Washing dishes and clean kitchens, cooking utensils, and silverware
- ✓ Sorting, washing, ironing and folding textiles and other articles
- ✓ Ensuring that towels used are always clean and fresh in line with health safety standards
- ✓ Keeping storage areas clean, and tidy
- ✓ Dusting and polishing furniture and equipment
- ✓ Sweeping, scrubbing, waxing and polishing floors with appropriate equipment
- ✓ Washing and cleaning windows, glass partitions, mirrors, walls, ceilings, and woodwork, waxing and polishing as necessary.
- ✓ Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- ✓ Any other task assign by Supervisor

Qualifications

- ✓ Must have obtained at least a high school certificate/ diploma
- ✓ Must have basic computer knowledge and skills
- ✓ Good Know-How about tidiness
- ✓ Service oriented
- ✓ General knowledge in carpentry, plumbing, electrical and building construction
- ✓ Must be honest and reliable
- ✓ Knowledge of security procedures and emergency services
- ✓ Understanding of operations of machinery and equipment in branch
- ✓ Ability to undertake and/or coordinate emergency maintenance as necessary
- ✓ Willingness to undertake training or research into building maintenance practice
- ✓ Service oriented
- ✓ Ability to work independently and under pressure

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor or via email: hr@accessbank.com.lr.

Deadline is Friday, January 8, 2021

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.