

Job Description

Domestic Worker Job Description

JOB TITLE: Domestic Worker
EMPLOYMENT BASIS: Full-Time/Part Time
DIVISION: Central Office
REPORTS TO: Central Office Senior Manager

KEY BENEFITS:

- Knowledge of cleaning procedures and safety practices;
- A can do attitude;
- Ability to communicate effectively with other team members;

ROLE PROFILE: To carry out cleaning tasks that are required within Fondazzjoni Sebħ premises

TERMS AND CONDITIONS: The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to twelve months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES:

- To perform dusting chores such as dusting the furniture and doors, taking care to the delicacy any object handled;
- To clean and sanitize the facilities such as the office of the director and other offices;
- To sweep, mop and wash the floors with provided supplies;
- To clean the residential areas as instructed by their superiors;
- To clean interior yards, counselling rooms, receptions and internal corridors;
- To clean windows and window sills of the corridors, offices and doors accordingly;
- To scrub and sanitize the restrooms and the lavatory areas and restock the necessary toiletries and paper supplies;
- To scrub, disinfect and sanitize, the kitchen tops, tables, fridges and freezers and their interiors and cupboards accordingly;
- To vacuum any carpets and upholstery;
- To empty all the litter bins within the assigned areas.
- To report any faults or broken objects that one encounters during their cleaning regime.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/12 together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebħ to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.