

## Job Description

### Domestic Worker Job Description

<b>JOB TITLE:</b>	Domestic Worker
<b>EMPLOYMENT BASIS</b>	Part Time
<b>DIVISION:</b>	Il-Milja
<b>REPORTS TO:</b>	Home Manager

- GENERAL REQUIREMENT:**
- Knowledge of cleaning procedures and safety practices
  - Motivated
  - Ability to communicate effectively with other team members
  - Ability to maintain confidentiality especially in relation to the service beneficiaries.

**ROLE PROFILE:** To carry out cleaning tasks that are required within Fondazzjoni Sebħ's premises, il-Milja or any other premises as may be required from time to time.

**TERMS AND CONDITIONS:** The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is part-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 of any object handled.
  - To clean, disinfect and sanitize the facilities such as the offices of the employees and other rooms on the premises.
  - To sweep, mop and wash the floors with provided supplies.
  - To clean the residential areas as instructed by the superiors.
  - To clean outdoor areas, receptions, and internal corridors.
  - To clean, disinfect and sanitize counselling rooms and children's play areas, including any play and/or therapy tools.
  - To clean windows and windowsills of the corridors, offices and doors accordingly.
  - To scrub, disinfect 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.
- To keep the place tidy and free from any clutter.
- Upkeeping and cleaning of stores.
- Any other domestic chores that may be requested by the Home Manager.

**HOW TO APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/07 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](mailto: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.*