

# CLEANER/CATERER

## RESOURCES & TRANSFORMATION DEPARTMENT

**Duty Station:** Sarajevo

**Contract Type:** National Consultancy ("on-call basis")

### **Purpose and Scope of the Position;**

The primary responsibility of the Cleaner/Caterer is to provide cleaning services at the designated areas and when required, prepare and serve coffee and beverages internally, to OHR staff and the guests.

### **Duties and Responsibilities;**

- Providing regular and thorough cleaning and disinfecting of the assigned areas;
- Maintaining standard conditions of cleanliness in the assigned areas throughout the day;
- In accordance with the instructions and schedules carry out thorough cleaning of the assigned areas after the construction and maintenance work performed in and outside the office building;
- Assist catering staff in removing dishes and cleaning up the tables after the in-house meetings/receptions;
- Follow the health and safety instructions;
- Taking orders, preparing and serving beverages in the OHR cafeteria;
- Preparing and serving drinks in the OHR conference rooms and offices when requested;
- Setting up and clearing of conference room for/after the meetings, collecting and washing of dirty dishes on a regular daily basis;
- Cleaning and maintaining a hygienic state of cafeteria premises and equipment (furniture, devices, inventory, cups, glasses, etc.)

- Regular garbage removal from cafeteria;
- Taking care of greenery and flowers in cafeteria/building terrace (watering, etc.)
- Recording of all material consumption, including that for hospitality, on a daily or weekly basis (as applicable) on the recording forms and books provided or as otherwise directed by the Finance section;
- Taking care of the stock of goods in terms of quantities and expiration date;
- Coordinating the requirements and needs of Protocol catering with Logistics;
- Any other tasks as assigned by supervisor.

**Professional requirements & qualifications:**

- Completed secondary education
- Good knowledge of spoken English
- Basic computer skills essential
- Previous experience with an international organization is an advantage
- Three years of relevant professional experience as a cleaner or caterer;
- Flexibility and ability to work under stress and to work long hours.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

**Human Resources  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Reference number: 2023/057**

**Closing date for applications: 15 November 2023**

**Only short-listed candidates will be contacted**

**No telephone inquiries please**