

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

Reference number: 2023/057

Closing date for applications: 15 November 2023

Only short-listed candidates will be contacted

No telephone inquiries please