Cook/Cleaner

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In partnership with

Job Summary

Vacancy :
Deadline : Jan 13, 2025
Published : Jan 06, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Male
Career Level : Any
Qualification :

Job Description

About Jhpiego:

Program Description: The USAID funded Urban Health Initiative (UHI) Program's goal is to improve health outcomes of people living in urban areas, particularly focusing on the health of women and children and other vulnerable populations. Interventions aim to increase demand, access and quality of health services. Lead by Jhpiego and implemented by a dynamic consortium of organizations, UHI is implemented in five cities in Afghanistan – Kabul, Herat, Mazar-e-Sharif, Jalalabad and Kandahar.

Job Description:

Summary Scope of Work:

The Cook/Cleaner will provide operational support to the Jhpiego city team.

Duration of the Assignment:

The anticipated duration of the assignment is 6 months, with a possibility of extension. However, the duration of the assignment depends upon various factors, including, but not limited to, staff performance, availability of funding, donor requirements, and the project/organization's need.

Responsibilities for Cook:

Essential Job Functions:

• In charge of food procurement as required for daily operations that include preparing lunch, tea etc.
• Able to cook for more than 30 people.
• Review production schedule to determine food requirements including variety and quantity of food for preparation and to assemble supplies and equipment needed for daily cooking activities
• Seasons and prepares a wide variety of foods such as vegetables, fruits, meats, soups, salads, cereals in accordance with prescribed recipes
• Slices, grinds, and cook meats and vegetables using a full range of cooking methods tests foods being cooked for quality
• Carves and displays meats, vegetables, fruits, and salads replenishes service lines as necessary
• Completes production sheets and other records as required
• Maintains clean work areas, utensils and equipment
• Caters special events as required
• Attends to day-to-day problems and needs concerning equipment and food supplies,
• Detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and /or other unusual conditions.
• Maintain accurate records for food supplies and freezer/fridge temperatures
• Determines food needs and quantities based upon daily usage
• Maintain standards of Sanitation, kitchen hygiene and food services techniques and safety
• Performs miscellaneous job-related duties as assigned.
• Immediately report any damage of office building kitchen to line supervisor.

Responsibilities for Cleaner: -

• Clean the washrooms five times a day and/or whenever necessary. Make sure everything in the bathrooms is clean and there is enough toilet paper in each bathroom.
• Cleaning the kitchen and kitchen utensils as required.
• Clean the office desks, computers and equipment and prepare the office at 7: 00 am every day.
• Prepare tea and all the cups in the morning before staff arrives to the office.
• Clean, refuel the heater and make sure the heaters are turned on before the staff arrives to the office.
• Prepare the dining table for lunch and after lunch.
• Wash the office curtains twice a month.
• Clean the windows as required.
• Prepare tea or refreshments for any meetings/workshops held in the office.
• Preplan the requirements for tea, coffee, and sugar etc. and report it to your line manager.
• Report any plumbing problems, and broken items to logistics officer.
• Apply infection prevention practices
• Any other task assigned by your line manager.

Must be able to:

• walk, lift, reach, stop, stand, grasp, balance, climb, kneel, and crouch
• work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
• use visual acuity required for depth perception and color perception
• visually inspect small defects and/or small parts
• use a variety of measuring devices
• operate machines, motor vehicles, hand tools, and job-specific equipment and tools

Job Requirements:

Desired Qualifications:

• 3 to 4 years working experience in relevant field with internal organization.
• Strong technical skills in the maintenance of equipment.
• Excellent organizational and interpersonal skills with a service-oriented outlook.
• Having previous experience with USAID-funded projects will be an advantage.

Submission Guideline:

To apply for this position, please click below link and apply through our online recruitment platform called iCIMS: -
https://jobs-jhpiego.icims.com/jobs/6727/cook-cleaner/job?mode=view&mobile=false&width=628&height=500&bga=true&needsRedirect=false&jan1offset=270&jun1offset=270
1Jhpiego offers competitive salaries and a comprehensive employee benefits package.
Applicants must submit a single document for upload to include: cover letter, resume, and references.
For further information about Jhpiego, visit our website at www.jhpiego.org
Note: The successful candidate selected for this position will be subject to a pre-employment background investigation.
Jhpiego is an Affirmative Action/Equal Opportunity Employer
Jhpiego, a Johns Hopkins University affiliate, is an equal opportunity employer and does not discriminate based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, other legally protected characteristics or any other occupationally irrelevant criteria. Jhpiego promotes Affirmative Action for minorities, women, individuals who are disabled, and veterans.
https://jobs-jhpiego.icims.com/jobs/6727/cook-cleaner/job?mode=view&mobile=false&width=628&height=500&bga=true&needsRedirect=false&jan1offset=270&jun1offset=270

Submission Email:

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Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits