

## Custodial Team Leader at Embassy of The United States

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### Job Description

The Embassy of the United States of America to Kenya, located in Nairobi, is home to the diplomatic mission of the United States to the Republic of Kenya. The embassy opened in central Nairobi on 2 March , when the United States established diplomatic relations with Kenya.

### JOB OVERVIEW

Supervises and coordinates work and performance for a workforce of 8-10 Custodians at the New Embassy Compound (NEC) and Offsite Facilities. The incumbent reports to the Custodial Supervisor (FSN 7 – C)

Coordinates and performs custodial duties in assigned zones that include cleaning and vacuuming of offices and hallways, dusting office desks and work surfaces, cleaning of windows, kitchens, waiting areas, CAC's, guard force shacks, showers, and toilets in the entire Mission ,sqft of floor space.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Duties and responsibilities

include coordinating on health & safety and cleaning service delivery on a day-to-day basis. The custodial team leader will conduct inspections of the premises and provide feedback to Custodial Supervisor on standards and monitoring targets. Liaise with custodians regarding material supplies and general concerns. Maintain contact and coordinate with customers on site.

Raises work orders in GMMS for action and follows up to confirm tasks completion.

Raises ILMS requests to Warehouse for cleaning supplies delivery as per Warehouse schedule.

Raises MyServices requests for various custodial services.

Supervises work and performance by a custodial workforce of 8-10 Custodians in the Chancery, USAID (ACACIA), New NOX (OAK) and Outbuildings in the NEC and reports to the Custodial Supervisor.

Supervises and assists in meeting rooms set-up, including staging chairs and tables at the amphitheater.

Coordinates with General Services Office (GSO) Warehouse on delivery of event equipment.

Issues and records daily cleaning supplies to custodians and updates the custodial supervisor on usage.

Provides back-up in the absence of the custodial supervisor.

Supervises custodial duties in assigned zones that include cleaning of showers and toilets, vacuuming and carpet cleaning of offices and hallways, cleaning of windows, dusting office desks and work surfaces.

Supervises special cleaning and polishing of Blue Stone tile floor in the USAID lobby

Supervises removal of trash to the Truck Transfer Station for collection.

Carries out custodial duties when not supervising the work of others.

Ensures proper use, storage, maintenance and care of all cleaning equipment and materials.

Supervises lifting or moving of large, heavy items such as cartons and boxes, equipment and supplies with or without the assistance of hand carts, elevators or other equipment (31Kg or 70 Pounds) in accordance with 15 FAM Exposure Standards. (70% of Time) Reports all maintenance deficiencies that require immediate and future actions to the Custodial Supervisor.

Monitors the correct use of personal protective equipment and reports any deficiencies or misuse to the Custodial Supervisor.

Ensures that cleaning products are approved by the Post Occupational Safety and Health Officer (POSHO).

Writes employee performance reports for the custodians under him / her and discusses with custodial supervisor who reviews them.

Approves leave for custodians he / she supervises.

Discusses Performance Discussion Summary reports for custodians under their supervision with custodial supervisor. (20% of Time)

Drives custodial golf carts and GOV's (Government Owned Vehicles) to ferry garbage, cleaning equipment, recycle paper, e-waste,

Sanitary bins within the Embassy compound.

Operates Aerial lifts during cleaning of high surfaces (Windows, Facades and Canopies) (10% of Time)

**\*\*Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

**Requirements:**

**EXPERIENCE:**

Minimum of 3 years' experience as custodian is required.

**JOB KNOWLEDGE:**

Working knowledge of all equipment and products (including chemicals and detergents) associated with the trade.

Intermediate level of Microsoft Office Suite (Word, Internet, and Outlook)

**Education Requirements:**

Completion of High School is required

**LANGUAGE:**

Level III written and spoken English; Level III written and spoken Kiswahili.

### **SKILLS AND ABILITIES:**

Proven leadership qualities.

Ability to supervise and clearly communicate with supervisor and subordinates.

Ability to safely use all custodial cleaning equipment and supplies

Must have a valid driving license.

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