



CAREER OPPORTUNITY

TEMPORARY OFFICE CUSTODIAN – SAN FERNANDO

Job Purpose

The incumbent is responsible for ensuring assigned areas are kept clean at all times

Key Duties and Responsibilities

- Sweeps and mops the assigned areas, stairways and floors and remove all garbage on a daily basis.
- Dusts furniture, fixtures and office equipment on a daily basis.
- Cleans washrooms facilities and replenish supplies on a daily basis.
- Cleans kitchen areas including microwave, refrigerators, kettles etc. regularly.
- Monitors and replenishes tea, coffee and milk etc. regularly.
- Notifies Supervisor of any areas in need of repairs or further cleaning.
- Assists with the preparation of tea, coffee and lunches for Directors meetings as required
- Any other duties assigned at Management's discretion

All applications are to be submitted no later than January 18th, 2021:

E-mail: hr@ffarfan.com

Please specify "Office Custodian – San Fernando" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan