**Duties of Cleaner (Shelter) (Roster)**

1. To carry out daily cleaning of premises, including the kitchen and all equipment and utensils used.
2. To ensure the upkeep of the premises and maintain a high hygienic standard in the shelter.
3. To be responsible for the cleaning of the bathroom, chamber pots and lavatories.
4. To ensure that all kitchen equipment including utensils are safe for use and to report defects, if any, to the officer-in-charge.
5. To be responsible for the washing, drying and ironing of bedclothes, tablecloths, nappies and residents’ clothes.
6. To collect all cloth/clothing that have been left out to dry and to report anything missing to the officer in charge.
7. To assist in washing up and handling of residents, whenever required.
8. To collect and remove all plates and dishes, if necessary, from the dining room or as directed by the officer in charge.
9. To be responsible for the proper disposal of waste of the shelter.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Cleaner (Roster) in the roles ascribed to you.

**Note**

Cleaner (Roster) will be required to work on roster and staggered hours including weekends, public holidays and officially declared cyclone days.

**Duties Child Caregiver (Shelter) (Shift)**

**1.** To welcome residents whenever required.

**2**. To prepare and submit daily/weekly reports of work and on residents.

3**.** To give baths to residents at least twice daily.

**4.** To assist and ensure that residents brush their teeth twice daily.

**5.** To ensure that all residents regularly change clothes and that they are properly dressed.

**6**. To close all cupboards properly and keep them locked when not in use.

**7.** To collect and remove all plates and dishes, if necessary, from the dinning room or as directed by the officer-in-charge.

**8.** To serve and/or feed residents during breakfast, lunch, tea time and dinner.

**9.** To prepare residents for school or for visits taking into consideration the appropriate clothes to be worn and necessary materials/stationery to be carried out.

**10.** To collect all clothes/clothing that have been left out to dry and to report anything missing to the officer in charge.

**11**. To accompany residents in transport to hospitals, visits with parents, schools, psychologists, etc.

**12**. To participate in leisure activities like singing and playing with residents.

**13.** To ensure that residents take medicines , as and when requires.

**14.** To fill in observation sheets and medication sheets.

**15**. To record attendance of residents twice daily.

1. To make beds
2. To assist residents in doing their homework.
3. To provide nursing care to residents e.g, cutting nails, verification of mouth, ears.
4. To change babies and disabled children’s soiled nappies, as and when required.
5. To apply anti nits and lice solution on residents’ head regularly and ensure a good hygiene among residents.
6. To provide support and care to all residents.
7. To immediately report defects and breakages of any equipment or any such problem to the officer-in-charge and supervisors.
8. To take residents to the Sunday mass or any other religious ceremony.
9. To assist in the receipt and distribution of commodities.
10. To support, collaborate and co-operate with other Child Caregivers.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Child Caregiver (Shelter) in the roles ascribed to him.

**Duties General Worker**

1. To clean yards, floors, pavements, walls, windows, bathrooms, W.C, equipment and furniture.
2. To be responsible for the proper disposal of waste and other items.
3. To assist in the receipt and distribution of commodities.
4. To perform such cognate duties as may be assigned