** International Rescue Committee**

Tubman Boulevard. Congo Town

Opposite Catholic Hospital Junction

P. O. Box 3912

Monrovia, Liberia

Tel: +231 077 955 952

[**www**.the**IRC**.org](http://www.theIRC.org)

**Job Description**

Job Title: Child care-giver/Cleaner

Report to: Trainer(s)-EDUCARE

Location: Doe Community

Working hours: Monday to Saturday 8:00 am to 5:00pm

Under the supervision of the Trainer(s) of EDUCARE, the Child care giver will provide care to the children of trainees at the training venue of the EPAG Program and perform general cleaning of the training venue.

**GENERAL RESPONSIBILITIES:**

* Baby-sit and care for trainee’s children during training hours
* Clean the children if the need arises without disturbing the trainees
* Minimize the noise and distraction caused by trainees’ children
* Collect water for cleaning and drinking before the beginning of training each day and ensure that there is sufficient water at the training venue at all times
* Collect and properly dispose of garbage on a daily basis
* Sweep and tidy the training venue on a daily basis
* Clean the toilets including the floor, commode, basin, etc. on a daily basis
* Ensure that there is tissue and water in the restroom at all times of the training
* Inform trainers/supervisors if there is a need for additional cleaning and other supplies
* Inform trainers/supervisors if there is any issue or problem with any of the trainees’ children or at the training venue
* Perform other duties as requested by the supervisor



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**ToR ACKNOWLEDGEMENT FORM**

Working with the Trainers of EDUCARE and the International Rescue Committee in providing care to the children of the Trainees of the EPAG Program as well as in cleaning and upkeep of the training venue, I have read and understood my job description:

Name staff: ……………….. Supervisor:…………………………

Date:………………………. Date:……………………………….

Signature………………….. Signature…………………………..