

## Tea Boy - Utilities Management

Job Title	Tea Boy		
Division	Human Resources and Administration Division		
Department	Administration Department		
Section	Utilities Management		
Location	Qatar	Direct Reports	
Reports To	Officer-Human Resources and Administration	Version Number	1
External Relations	Guests	Guide Number	
Internal Relations	All employees	Job Code	

### Basic Function

Serving employees and visitors, providing water, tea, coffee and other needs. Cleaning and assist whenever required

### KEY Responsibilities

#### Core

- Ensure the cleanliness of offices and building
- Providing staff and visitors with beverages and kitchen related services
- Managing water coolers
- Assist with lifting shimpents and office equipments
- Welcoming and directing visitors
- Assist with any required task
- Recognize an incident or crisis

#### EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical	
Behavioral Competencies	
Adaptability	Level 1
Communication	Level 2
Continuous Learning	Level 2
Organizational & Environmental Awareness	Level 2
Technical Competencies	
Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	Beginner

Competencies – EHS
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting

Organizational Competencies
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
High / Middle School Certificate or Technical Courses, must have appropriate certification in their respective field or 1 year experience in their field .

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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Employee Name:
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I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date:
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