

Manual de Funciones por Competencias

DESCRIPCIÓN DEL PUESTO

1.1. IDENTIFICACIÓN

1. Nombre del Puesto	: Auxiliar de Servicios Generales
2. Unidad orgánica a la que pertenece	:
3. Cargo del Jefe Inmediato:	: Presidente
4. Número de plazas	: 005

1.2. OBJETIVO DE CARGO:

Realizar labores de aseo, limpieza y manejo de cafetería en las instalaciones de ADEMACOR, con el fin de brindar comodidad a los funcionarios del área del cual está prestando los servicios.

1.3. FUNCIONES ESPECÍFICAS:

ACTIVIDADES/ TAREAS

1. Cuidar los jardines y plantas ornamentales del edificio central.
2. Llevar a cabo el aseo de en las instalaciones del edificio central.
3. Asear las oficinas y áreas asignadas, antes del ingreso de los funcionarios y velar porque se mantengan aseadas.
4. Mantener los baños y lavamanos en perfectas condiciones de aseo y limpieza y con la dotación necesaria.
5. Clasificar la basura empacando desechos orgánicos, papeles y materiales sólidos en bolsas separadas.
6. Mantener limpios los muebles, enseres, ventanas, cortinas y todo elemento accesorio de las áreas de oficinas de ADEMACOR.
7. Responder por los elementos a su cargo e informar sobre cualquier anomalía o deterioro que ellos presenten y solicitar su reposición o reparación si es el caso.
8. Prestar el servicio de cafetería a los funcionarios en sus oficinas y atender las reuniones que se lleven a cabo en las oficinas de su área de trabajo.
7. Cumplir de manera efectiva la misión y los objetivos de la dependencia a la que se encuentra adscrito y la ejecución de los procesos en los que interviene a razón del cargo.
8. Cumplir con las disposiciones existentes en materia disciplinaria sobre derechos, deberes prohibiciones, inhabilidades, incompatibilidades y conflicto de intereses.
9. Desempeñar las demás funciones inherentes al cargo y que le sean asignadas a su jefe inmediato.

Manual De Funciones De Una Empresa Industrial

Germán Puentes González



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