



## Job Description

<b>Role Title: Office Assistant (Pantry &amp; House Keeping)</b>	<b>Location: Jaipur, Rajasthan</b>
<b>Reporting To: Admin &amp; Finance Officer</b>	<b>Core / Field: Core</b>

### ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

We are seeking a responsible and detail-oriented Pantry Assistant to manage the office pantry and cafeteria areas. The ideal candidate will be responsible for serving beverages, maintaining cleanliness and hygiene, and ensuring that all pantry appliances and equipment are in good working condition.

### KEY ROLES & RESPONSIBILITIES:

- Prepare and serve tea, coffee, and refreshments to staff and visitors as required.
- Maintain cleanliness and hygiene of the pantry, cafeteria, and service areas at all times.
- Ensure that all appliances (microwave, refrigerator, water dispenser, etc.) are clean and functioning properly.
- Report any issues with equipment or supplies to the supervisor promptly.
- Replenish pantry supplies such as tea, coffee, sugar, milk, snacks, and utensils regularly.
- Assist in setting up refreshments for meetings, trainings, or office events.
- Follow all health and safety regulations related to food handling and cleanliness.
- Dispose of waste appropriately and ensure garbage is cleared as per schedule.
- Support the housekeeping or facility team as needed, based on supervisor's instructions.

*Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

**Required Qualifications & Skills:**

- Prior experience in a similar role preferred (office, hotel, or corporate pantry service).
- Basic understanding of food hygiene and cleanliness.
- Physically fit and able to perform cleaning and lifting tasks.
- Polite, punctual, and well-groomed.
- Ability to follow instructions and work independently or as part of a team.

**OTHER DETAILS:**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history
- Last date for submission of application: **January 15, 2026**  
We encourage early applications, as the vacancy may be closed once we receive a sufficient number of responses
- Please send your latest CV, with a covering letter at link provided  
**Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-054>**
- The application must contain information about your current salary & benefits drawn (CTC)
- Only Short-listed candidates will be intimated.

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*