



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

**MINISTRY:** Ministry of Environment, Climate Change, Disaster Management and Meteorology

**DIVISION:** Meteorology

**DUTY STATION:** Auki Met Station

**POSITION NUMBER:** 299-00173

**MINISTRY VACANCY REF:** MECDM 41/2024

**POSITION TITLE:** Cleaner & Gardener

**POSITION LEVEL:** L1/2

**SALARY RANGE:** \$708.98 - \$821.25 fortnightly

**THIS POSITION REPORTS TO:** Chief Operating Officer

**THIS POSITION SUPERVISES:** None

### SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for providing cleaning services to the office to promote and maintain cleanliness and healthy office environment conducive to both staff and customers.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Carry out general cleaning of the office including the Executive offices and human resources, finance and operations and front shop.
- Sweep; mob all offices including executive office, human resources, finance, operations and front shop on daily basis.
- Wipe window louvers and dust office furniture.
- Remove rubbish and recyclable material, and emptying containers, bins and trays twice daily.
- Remove marks from glass, doors and walls of all office buildings.
- Operate vacuum cleaners to clean office floors, work areas and machines.
- Clean toilets, urinals, hand basins, sinks, baths, showers and ensure toilet papers are available in them at all times and reporting defective plumbing fixtures.

- Ensure cleaning materials (chemicals, soap, toilet rolls, equipment etc.) are replenished on regular basis.
- Inform human resources and administration when materials are running low so that they can be ordered centrally.
- To store all cleaning materials in a safe and healthy environment.
- To be responsible for a set of keys and for ensuring the security and integrity of areas of cleaning.
- Employee must be willing to work after normal hours including weekends when the need arises.
- Carry out any other task/duties as assigned/required by the Administration Officer from time to time.

#### **SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS**

The incumbent of this position will have their performance assessed according to the following key deliverables:

- A clean and healthy premise including the Executive office, staff offices, shop area conference room and toilets.
- Rubbish and recyclable material, and emptying containers, bins and trays two times a day.
- Clean toilets, urinals, hand basins, sinks, baths, showers and toilet papers are available in them at all times.
- Cleaning materials (chemicals, soap, toilet rolls, equipment etc.) are replenished and available.
- Storage of all cleaning materials in a safe and secure environment.
- Keep safe a set of keys and ensure areas of cleaning secure.
- Customer support services including office upkeep is maintained to a high standard at all times.
- Reported defective of plumbing fixtures.
- Supervisors are satisfied with completion of additional duties as requested from time to time.

#### **SECTION E - QUALIFICATIONS AND CAPABILITIES**

##### **Mandatory Qualifications**

- Certificate in House Keeping and Quality Cleaning or substantial experience in office cleaning environments
- Qualification in related field

##### **Desirable Qualifications**

- A Certificate in House Keeping and Quality Cleaning with some experience.

##### **Capabilities Required**

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

## SECTION F – KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

### Experience

- A minimum of 3 years' work experience in housekeeping duties
- At least 2 years minimum working in similar organisation.

### Skills and ability:

- Previous experience of cleaning, including the use of chemicals and using cleaning machinery safely.
- Proven capabilities as a team player with the ability to inspire and motivate others.

### Knowledge:

- Excellent oral and written communication skills, networking and team building.
- Able to handle high levels of pressure and critical decision making

### Attitude


- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

## SECTION G - TERMS AND CONDITIONS

	<b>Current Level:</b>	2.1
b)	<b>Fortnightly Salary:</b>	\$751.38 per fortnight
c)	<b>Annual Salary:</b>	\$19,535.87 per annum
d)	<b>Annual Leave Entitlement</b>	18 Days per annum plus 2 days travelling time
e)	<b>Housing Allowance</b>	20% of basic if not accommodated under SIG Housing or PSRS
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

  
.....  
**Permanent Secretary/Responsible Officer**

  
.....  
**Date Approved**

*Additional Comments:*