



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Attorney General Chambers Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00132

MINISTRY VACANCY REF:

POSITION TITLE: Office Cleaner

POSITION LEVEL: Level 2

SALARY RANGE: \$ 773.92 - \$ 845.89

THIS POSITION REPORTS TO: Office Manager/ Senior Admin Officer

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Office of the Attorney General's Chambers supports the Ministry of Justice and Legal Affairs by providing legal advice to all government Ministries and Departments.

This position will contribute to the corporate functions and objectives of the Agency by maintaining clean work environment in the office.

SECTION C - SCOPE OF DUTIES

Main duties perform responsibilities are:

1. Executive Management

Support the Executive management as required.

2. Corporate Service

Liaise with corporate services to ensure that you are able to achieve your goals

- Request new supplies and report problems
- Alert the Office Manager to any problems
- Take responsibility for support areas which are just outside the actual cleaning work-replacing light globes, cleaning stairs wells, cleaning outdoors
- Follow your job description

- Report breakdowns or maintenance requirements
- Follow-up on maintenance to make sure problem is fixed
- Security of materials and equipment
- Be prepared to assist with the training of new cleaning staff

3. Office Cleaning

Take overall responsibilities for the cleaning of the office

- Sweep and mop the hard floors
- Vacuum the carpets in the offices before or after the staff arrives every day. (check on the vacuum bag and replace when full)
- Dust the furniture and clean the louvers
- Clean the toilets and the washrooms every morning
- Empty the waste paper bins (twice a day)
- Recycle the office rubbish into the appropriate 'wheelie' bin
- Keep the kitchen area clean, neat and tidy
- Clean fridge every week
- Clean the microwave every week
- Air the lawyer's robes & wigs regularly
- Wash the lawyer's bibs regularly
- Support other team members during 'peak' period, e.g. photocopying, binding etc.
- Clean the windows every week
- Wash the tea towels and dust cloths every afternoon
- Teach new staff in the department how the cleaning and recycling works

4. Outdoor Cleaning

Ensure the area around the office clean and tidy by;

- Keep the veranda, steps, and sheltered areas clean
- Keep the storage area underneath the building clean and tidy
- Keep the outside area clean and tidy

- Sweep leaves and paths
- Place all rubbish in appropriate wheelie bin
- Make sure the rubbish is taken to the tip regularly
- Take recycling rubbish to recycle bins
- Check for and report problem areas

5. Sector Strengthening & Reform

Participate in working groups as requested

SECTION D – KEY DELIVERABLES

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

1. Ensure all offices are kept clean and tidy and hygienic, with specific attention to: toilet facilities, offices, reception or waiting areas, meeting rooms, doorways and stairways and kitchen utensils
2. Suggest ways to improve cleaning services. Continuous monitoring of cleaning needs.
3. Update and ensure cleaning supplies are kept in stock and well maintained
4. Ensure fully aware and utilized occupational Health and safety issues.
5. Actively participate in all staff meetings
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATION AND CAPABILITIES

Qualifications:

Have a formal education at least reach secondary level

Experience:

- Relevant years' of experience in cleaning responsibilities and working as part administration team
- Experience in using chemicals and cleaning projects
- Experience in planning a work day

Skills:

- Be able to follow safe working procedure

- Be able to use appropriate cleaning equipment
- Be able to follow a cleaning work plan
- Be able to identify a problem and find a way to solve it
- Be able to order new supplies and report problems

Knowledge:

- Safe handling of chemicals
- Keeping things confidential
- H & S
- Recycling of rubbish
- Correct way to handle rubbish

SECTION F – KEY SELECTION CRITERIA

KSC 1 Understanding how important the role of a cleaner is

KSC 2 Be a person who is committed to the job

KSC 3 Be a good team player

KSC 4 Be willing to support the team as required

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 773.92 - \$ 845.89 **Annual Salary:** \$ 20,121.95 - \$ 21,993.20

Annual Leave entitlement: 18 days per annum

Housing Allowance: Payable 10% of the Basic Salary if no Housing is provided

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: