



Position Title:	Cleaner	
Level and Salary:	S1 - S3	\$10,887 - \$15,447
Ministry and Department:	Office of the Prime Minister	OPM HQ
Location:	Funafuti	
Reports to:	Assistant Secretary (General)	

JOB PURPOSE:

To clean government offices and to maintain the cleanliness of these offices and their immediate surroundings daily.

KEY RESPONSIBILITIES:

1. To clean and maintain the cleanliness of government offices and their immediate surroundings in accordance with the cleaning schedule in the matrix in Appendix 1 .

MAIN DUTIES AND OUTCOMES:

1.1 FLOORS — sweep, mop and polish assigned floors so they are clean each day.

1.2. LAVATORIES — Clean lavatories in accordance with the cleaning schedule matrix in Appendix 1 so they are clean, paying attention to:

- (a) Toilet Pans — scrub and clean, with detergent, the toilet pans (on the interior and exterior) so they are spotlessly clean and are devoid of toilet odors or stains; and
 - (b) Cistern — clean the outside of cisterns, on all sides, with detergent so they are spotlessly clean; and
 - (c) Toilet Sinks — scrub and clean sinks, with detergent, so they are spotlessly clean; and
 - (d) Urinary — scrub and clean the urinary, as specified in the matrix in appendix 1 so they are spotlessly clean and are devoid of any uric acid odors or stains; and
 - (e) Walls of the lavatory — scrub and clean all walls of the lavatory, with detergent so they are spotlessly clean; and
 - (f) Floor of the lavatory — scrub, mop and clean floor, with detergent, so it is spotlessly clean; and
 - (g) Windows — Clean all windows so they are spotlessly clean; and
 - (h) Doors and Door Handles — Clean all doors and their handles so they are spotlessly clean; and
 - (i) All surfaces in the lavatory cubicle — clean all surfaces (such as toilet paper holders, handwashing dispensers, mirrors, counters, window sills) so they are spotlessly clean;
-
- (a) Toilet paper — ensure there is always toilet paper in the toilet paper holder in each cubicle; and
 - (b) Soap or Hand washing liquid — ensure that there is always soap or other handwashing agents in the lavatories; and

- (c) Maintenance and Repairs — report immediately maintenance and repair needs;
- (d) Water — report immediately any problem with water supply;
- (e) Faults — report immediately any fault, including faults in the plumbing system. Delayed reporting results in delays in fixing the problem. Where the problem is with the plumbing system, such delay becomes a health issue. .

1 .3. Office Equipment — Dust and wipe clean all office equipment such as computers, printers, scanners and fans on a daily basis.

1 .4. Office Furniture — Dust and wipe clean, on a daily basis, all office equipment such as tables, chairs, cabinet, draws and other fittings.

1 .5. Rubbish Bins — Empty and clean rubbish bins daily.

1 .6. Windows, glass and mirrors — Dust and clean windows, glass and mirrors daily.

MANDATORY REQUIREMENTS:

Qualification/Experience

Reached Form 4 or equivalent level at high school.

Physically fit with a good understanding of Hygienic responsibilities and health and safety requirements, or a keenness to learn these on the Job.

AND

Skills and Abilities

General knowledge of cleaning products, supplies, and techniques for cleaning or a keenness to learn these.
Ability to follow and carry out instructions.

Ability to work well independently or with others.

Reliability in carrying out routine duties or, because of demands of the government, additional (non-routine) cleaning duties.

Ability to adapt and adjust to changing schedules, sometimes at short notice.

Ability to work nights, weekends, and public holidays.

Excellent time Management Skills.

Excellent attention to detail when cleaning.