



Solomon Islands National University

Job Description

Title	Janitor/Cleaner
Incumbent Name	Vacant
School/Department	Library Department
Grade	G1
Category	Support Staff
	Library Manager
Direct Reports to:	Library Manager
Location/Campus	Kukum Campus
Summary of Duties	
<p>The cleaner ensures the study, work, convenience areas and building surrounding is kept clean and tidy at all times. The cleaner's role and duties are important as they are responsible for helping to create a pleasant environment for staff, students, visitors and general customers.</p>	
Main Duties and Responsibilities	
<ol style="list-style-type: none">1. Do the cleaning of the Library buildings by collecting and emptying of rubbish, sweeping, and cleaning surfaces and keeping the place neat and tidy.2. Use cleaning solutions to remove stains and clean surfaces.3. Clean and service the convenience or restrooms with mops and disinfectants4. Clean and dust furniture, clean windows, louvers and glass5. Identify and report damages and possible areas of repairs.6. Stock and maintain supply rooms for cleaning equipment and materials7. Do other duties within their area of expertise as directed by the supervisor.	
General Responsibilities to observe	
<ul style="list-style-type: none">• To be responsible to ensure the workplace is a healthy, safe and comfortable working environment for all staff and students and visitors to the workplace• Observe occupational health and safety procedures given by the School	
Qualifications required	

- The incumbent must have a minimum of Form 5 education with 5 years of experience in cleaning of modern high quality building.

Essential skills and Experience

- Previous experience of cleaning of at least 5 years, including the use of cleaning chemicals and using cleaning machinery safely
- Demonstrated efficiency, reliability and must be professional, organized and smart at work.
- Pay attention and follow details of cleaning by giving special attention to each task.
- Must be able to spend entire workdays on their feet, so must possess the endurance needed for the job and be physically fit.
- Must have a strong work ethic and a positive approach to their job and work well alone, as well as with a member of a team.
- Must have the ability to follow the instruction of a supervisor.
- Be punctual to work.

Most frequent Contacts

Library Manager
Library Staff
Students

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Terms and Conditions for Grade 1 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$17,000 – SBD\$29,000 per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment
<i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i>	