

# Career Opportunity

<b>Title</b>	HR46/2020 – Cleaner/Janitor Assistant
<b>Institute/Department</b>	Property & Facilities Management Department
<b>Category</b>	Support Services – Cleaners/Janitors
<b>Reports to</b>	Supervisor (Cleaners/Janitors)
<b>Location/Campus</b>	Kukum Campus

## JOB DESCRIPTION

### Summary of Duties

- Carry out general cleaning of Students Ablution blocks and Office convenience or rest rooms
- Carry out landscaping and maintaining grounds and lawns
- Collect all rubbish and plant materials around Classrooms & Office building.
- Sweep/mob floors and Disinfect door handles/tables/chairs/floors
- Identify and report damages and possible areas of repairs.
- Carry out any other duties the Cleaners/Janitor supervisor may request from time to time

### GENERAL RESPONSIBILITIES TO OBSERVE

- 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

### QUALIFICATION

- Basic education to Form (3) level
- Working experience in landscaping environment and Office general cleaning
- Knowledge and skills on how to use cleaning chemicals and equipment's

### 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.

**Applications:** Applications clearly addressing each aspect of the Position Responsibilities given above, and the qualification and experience requirements, are to be sent to: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb) and hardcopy applications to: Director of Human Resources, Solomon Islands National University, P. O. Box R113, Honiara, Solomon Islands.

For further details on the position, please contact: Director of Human Resources on [Director.HR@sinu.edu.sb](mailto:Director.HR@sinu.edu.sb)

**Closing Date:** 16 October 2020