



## Solomon Islands National University

### Job Description

Title:	<b>Cleaner</b>
Incumbent Name:	
School/Department:	BICS
Band/Grade:	Grade
Category:	Academic
Reporting position:	Manager BICS
Direct reports:	Manager BICS

#### Summary of Duties

Must fully responsible to carry out the general cleaning in the officer and surrounding areas and to maintain a safe and clean environment ;

#### Main Duties and Responsibilities

Key tasks	<p>Document key tasks in the following sections where they apply.</p> <ul style="list-style-type: none"> <li>• General cleaning of the Directorate's office and its surroundings</li> <li>• Dusting of cobwebs and washing of curtains including restrooms, walls, windows, kitchen, trash disposal and other assigned areas that may need cleaning.</li> <li>• Sweeping and mopping of floor surfaces</li> <li>• Keep cleaning area and space clean and tidy at all times</li> <li>• Safely store cleaning tools /materials and cleaning chemicals</li> <li>• Simple security measures such as locking doors and closing windows</li> </ul> <p>Attend to other duties that may be assigned from time to time.</p>
Dimensions	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the cleaning of the internal and external surroundings of the Directorate</li> <li>• To make decisions regarding the operational aspects of cleaning the SWS office.</li> <li>• To contribute to decisions, that has an impact on related cleaning activities.</li> </ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>• To contribute to the overall management of the department in areas of cleaning duties.</li> <li>• To alert the Executive Personal Secretary to any budget shortfalls of cleaning material</li> </ul>

	<p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>To ensure a clean work environment both inside and outside of the offices and its surrounding.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>To advice the Executive Personal Secretary of any cleaning detergents that is needed for the division and reporting of discrepancies</li> <li></li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>The office and its surroundings is clean and tidy at all times</li> <li>Cleaning tools/materials and cleaning chemicals are properly stored away.</li> <li>Cleanliness, safety and hygiene in restrooms, kitchen and other areas in the office</li> <li>Other duties assigned are done promptly</li> <li>Be willing and motivated attend to all duties assigned</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>To be responsible for your own health and safety and that of your colleagues</li> <li>To undertake other such other duties as may be reasonably expected.</li> <li>To provide a healthy and comfortable working environment</li> </ul>
Qualifications required	<p>Document qualifications required to perform this job</p> <ul style="list-style-type: none"> <li>Grade Six(6) Certificate / Form Three(3) Certificate</li> </ul>
Experience	<p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>0 to 2 years work experience</li> <li>Able to read and write in English</li> <li>Good communication skills</li> </ul> <p><b>Desirable for the position:</b></p> <ul style="list-style-type: none"> <li>Be able to work in a team and able to adjust to varying situations</li> <li>Maintain polite and good communication with work colleagues and residents at all times</li> <li>Be punctual for work</li> <li>Be of neat and tidy appearance</li> </ul>
Most frequent Contacts	<p>Manager BICS Head of Departments Departmental staff Students</p>

Document History	
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Signatures	
Manager	
Employee	
HRM	