



Solomon Islands National University

Job Description

Job Title	Grounds Officer - Poitete
Faculty	Agriculture, Forestry and Fisheries
Grade	1
Category	Support Services - Grounds
Location/Campus	SINU Poitete Campus

DUTY STATEMENTS:

- Carry out general cleaning of SINU grounds and lawns by using grass cutters/lawnmowers, or with bush/brass knives
- Carry out landscaping to campus grounds and lawns
- Collect all rubbish and plant materials around SINU campuses
- Trim trees and shrubs around staff houses, offices and other institutional building
- Clean all equipment such as lawnmowers and report to the college mechanic any damages or replacements
- Carry out any other duties the grounds supervisor may request from time to time

GENERAL RESPONSIBILITIES TO OBSERVE

- To be responsible to ensure the Campuses lawns and surrounding areas are kept clean, creating a clean, healthy, safe and comfortable working environment for all staff and students and visitors to the workplace
- Observe occupational health and safety procedures of the University

QUALIFICATION

- Basic education to standard six (6) level
- Working experience in landscaping environment and general cleaning
- Knowledge and skills on how to use cleaning machines/equipment such as grass cutters, lawnmowers etc.

ESSENTIAL SKILLS AND EXPERIENCE

- Previous experience of a similar job will be an advantage

- Demonstrated efficiency, reliability and must be professional, organized and smart at work.
- Pay attention and follow the 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.