



## Job Description

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| <b>Position Title</b>                        | Cleaner (4 positions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Faculty Department</b>                    | Properties, Facilities and Projects Department (PFPD).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Reports to</b>                            | Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Position Level</b>                        | Grade 1 (GSS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose of the Role</b>                   | The Cleaner is responsible for maintaining cleanliness, hygiene, and general upkeep of assigned campus facilities to ensure a safe, healthy, and presentable environment for students, staff, and visitors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Detailed Roles &amp; Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>1. Service Delivery</b>                   | <p><b>1.1 General cleaning duties</b></p> <ul style="list-style-type: none"> <li>• Sweep, mop, and vacuum floors daily.</li> <li>• Clean and disinfect toilets, washrooms, and sinks.</li> <li>• Empty rubbish bins and dispose of waste appropriately.</li> <li>• Clean classrooms, offices, hallways, and common areas.</li> <li>• Dust furniture, windowsills, and equipment.</li> <li>• Share cleaning responsibilities across classrooms, offices, and shared facilities.</li> <li>• Ensure toilets are cleaned multiple times daily.</li> <li>• Maintain reception and high-traffic areas to a high standard.</li> <li>• Support setup and cleaning for meetings and campus activities.</li> </ul> <p><b>1.2 Campus Beautification</b></p> <ul style="list-style-type: none"> <li>• Plan and implement campus beautification programs.</li> </ul> |

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|                                     | <ul style="list-style-type: none"> <li>• Design and maintain flower beds, ornamental plants, shrubs, and green spaces.</li> <li>• Recommend seasonal planting and landscape improvement initiatives.</li> <li>• Ensure pathways, walkways, and outdoor spaces are visually appealing and well-maintained.</li> </ul> <p><b>1.3 Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare work plans and maintenance schedules.</li> <li>• Monitor performance of grounds staff and guide as needed.</li> <li>• Submit periodic reports on grounds maintenance activities and beautification projects.</li> <li>• Provide budget input for landscaping and beautification initiatives.</li> </ul> |
| <b>2. Quality</b>                   | <ul style="list-style-type: none"> <li>• Adhere to SINU policies, OHS, and Code of Conduct.</li> <li>• Maintain a clean and organised workspace.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3. Teamwork</b>                  | <ul style="list-style-type: none"> <li>• Work collaboratively with supervisors, staff, and other team members.</li> <li>• Support team efforts to complete projects efficiently and on time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4. Qualification/ Experience</b> | <ul style="list-style-type: none"> <li>• At least completed secondary education (MQR Form 3 –Form 5).</li> <li>• Prior cleaning or janitorial experience is desirable but not always mandatory.</li> <li>• Experience in similar institutional or large-scale cleaning environments is an advantage.</li> <li>• Ability to operate cleaning equipment and machinery.</li> <li>• Good understanding of cleaning chemicals and safety procedures.</li> <li>• Basic knowledge of health and safety regulations.</li> </ul>                                                                                                                                                                                                |

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| <b>5. Key Deliverables</b>             | <ul style="list-style-type: none"> <li>• Maintain cleanliness of classrooms, lecture halls, offices, restrooms, corridors, and common areas according to established standards.</li> <li>• Ensure availability of cleaning supplies, toiletries, and paper products in restrooms and cleaning stations.</li> <li>• Identify and report any damages, leaks, or maintenance needs in facilities to relevant departments promptly.</li> <li>• Regularly empty trash bins and ensure proper disposal of waste to maintain hygiene and cleanliness.</li> <li>• Complete cleaning schedules efficiently within designated timeframes to ensure minimal disruption.</li> <li>• All assigned areas cleaned before start of daily classes/operations.</li> <li>• Toilets and common areas cleaned and inspected at least twice daily (Kukum) and once daily minimum.</li> </ul> |
| <b>6. Key Selection Criteria (KSC)</b> | <p><b>KSC 1:</b> Demonstrated experience in cleaning or janitorial roles, preferably in educational or similar institutional environments.</p> <p><b>KSC 2:</b> Ability to perform cleaning tasks thoroughly to ensure high standards of hygiene and cleanliness.</p> <p><b>KSC 3:</b> Demonstrated dependability with a strong work ethic and punctual attendance.</p> <p><b>KSC 4:</b> Knowledge in handling chemicals and other cleaning detergents.</p> <p><b>KSC 5:</b> Ability to work well with others and communicate effectively with colleagues and supervisors.</p>                                                                                                                                                                                                                                                                                         |
| <b>7. Compliance</b>                   | <ul style="list-style-type: none"> <li>• Comply with all SINU policies and procedures.</li> <li>• Adhere to Occupational Health and Safety (OHS) requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                               | <ul style="list-style-type: none"> <li>• Support quality assurance and accreditation standards of the University.</li> <li>• Follow the SINU Code of Conduct at all times.</li> </ul>                                                                                                                                                                                                                                                                                                        |
| <b>8. Terms and condition</b> | <p>This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$16,669.18 - \$27,569.80.</p> <p>Annual Leave Entitlement: 20 working days.</p> <p>Annual Gratuity: 15% of annual basic salary (paid bi- annually).</p> <p>Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.</p>                                    |
|                               | <p><b>SECTION H - APPROVAL (Business use only)</b></p> <p><i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist SINU to achieve its Strategic objectives:</i></p> <p></p> <p>Deputy Director Human Resource: <span style="float: right;">Date Approved: 3<sup>rd</sup> August 2026</span></p> <p>Additional Comments:</p> |