

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: CLEANER

JOB CODE: T0269

DATE REVISED: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: SENIOR OFFICE ASST, REGISTRY SUPERVISOR, SENIOR CLERK,
PERSONNEL OFFICER, OTHER DESIGNATED OFFICERS

RECEIVES FUNCTIONAL DIRECTIONS FROM: SENIOR OFFICE ASST, REGISTRY SUPERVISOR, SENIOR CLERK,
PERSONNEL OFFICER, OTHER DESIGNATED OFFICERS

SUPERVISION GIVEN TO:

DIRECTLY:

INDIRECTLY:

LIAISES WITH:

INTERNALLY:

EXTERNALLY:

PURPOSE: To provide appropriate cleaning services.

KEY OUTPUTS:

- Cleans and tidies Office surroundings.

DUTIES AND RESPONSIBILITIES:

- Sweeps and mops floors, dusts and wipes furniture, cleans windows, window sills and walls.
- Cleans and disinfects toilets and sinks.
- Removes scrap paper and other office refuse.
- Ensures that all lavatories are adequately supplied with toilet paper, soap and towels.
- Washes office towels.
- To perform any other related duties assigned by supervisor for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A good physical condition and consistency in performing the duties of the post. Must be able to follow and carry out instructions about the job.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Work is of a routine nature. Works under instructions. Any decision-making will be related to the action to be taken in slightly unusual situations when the supervisor is not present, especially at the end of the day i.e. choosing appropriate alternative course.

RESOURCE MANAGEMENT:

- The job holder is accountable for cleansing equipment and materials allocated to him or her.

COMMUNICATIONS: Frequent contact with supervisor, Office Assistants and other staff members.

WORKING CONDITIONS: Unpleasant from toilet stench and in cleaning dust and dirt. Sometimes works in uncomfortable posture.

THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:

INCUMBENT:

SIGNATURE _____ NAME _____ DATE _____

SUPERVISOR:

SIGNATURE _____ NAME _____ DATE _____

CERTIFIED CORRECT:

SIGNATURE _____ NAME _____ DATE _____

APPROVED:

SIGNATURE _____ NAME _____ DATE _____

COUNTERSIGNED:

SIGNATURE _____ NAME _____ DATE _____