



Job Description
Office Cleaner
Division: Corporate Services

JOB DESCRIPTION	
Job Title	Cleaner- Head Office
Salary Range	\$7,473.00
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday: 7.00am to 3pm
Reporting to	AGM Corporate Services to achieve desired outputs
Contractual Status	Permanent, full time Subject to six months probationary period
Primary Objectives	To keep the office, toilets and walkway clean and presentable at all times
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none">❖ Ensure the reception area is clean and welcoming to greet customers at all times❖ Clean whole office, bathrooms, workstations, corridors, kitchen and windows daily❖ Wash dishes and electric appliances use for tea❖ Store and ensure safety, proper care and maintenance of tools and equipment used for cleaning such as; mops, buckets, vacuum cleaners❖ Keep stocks to ensure adequate supplies are available when needed for cleaning❖ Prepare tea/meals for GM's visitors, management meetings and board meetings❖ Keep up with MOH healthy requirements❖ Any other duties assigned by management