



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITCOP - 025
DEPARTMENT : NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: JANITOR MALE	
OFFICE/AGENCY:	LOCAL DESIGNATION: JANITOR	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH:	IMMEDIATE SUPERVISOR: ADMINISTRATION OFFICER	POS. NO.: NISITCOP - 020
SECTION:	LOCATION: BOROKO, NCD	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
IMP 6-1-NISIT	28.09.2006	Reno/Redes/Reclass/Revise duties.

1. Purpose

The purpose of the Janitor is to undertake duties in support of cleaning and up keep of the internal and external office building to ensure that they are kept in a clean and hygienic condition.

2. Roles and Responsibilities

- Ensure NISIT building (reception, tea room, restroom and office area) are kept neat, tidy and clean at all times.
- Ensure standards of hygiene and risk of contamination is minimized.
- All floors are mopped weekly.
- All toilets cleaned twice weekly and check for hygiene hazards. Ensure sufficient toilet paper, hand towels etc... are on hand. Check and replace toilet hygiene products.
- All eating areas are cleaned twice weekly.
- All surfaces, tables in the tearoom and reception are cleaned twice weekly.
- All internal garbage bins emptied and liners replaced twice weekly.
- Ensure tiled and glass door near entrance is clean and tidy.
- Ensure Occupational Health and Safety (OH&S) legislation is adhered to at all times.
- Liaise with supervisor to ensure sufficient cleaning items are in store.

3. Qualification

- Certificate from a High School or other educational qualification that may be acceptable to NISIT's administrations.
- Has prior relevant cleaning experiences

4. Knowledge

- Has a sound knowledge of cleaning role.
- Possess sound knowledge of Occupational Health & Safety (OH&S) procedures.

5. Positive attitude

- Work independently but be part of the team.
- Devote time and effort to hygiene and cleanliness.
- Display sober habits and humble attitude towards employees and clients.

6. Skills/Experience

- Minimum of 3 years' experience in cleaning roles with good understanding of safety procedures.
- Ability to work with less supervision.

7. Performance Criteria

- Monitor and report on status of office cleaning supplies and equipment
- Maintain and take care of office equipment and work area.
- Practice workplace hygiene and health.

8. Organization Relationship

(See overall NISIT Organization Structure)