

## Position Description

<b>Job title:</b>	Office Cleaner
<b>Date:</b>	27th September 2023
<b>Reports to:</b>	Director
HSEQ Vanuatu is a consulting & digital technology business located in Port Vila.	
<b>Position Description:</b>	The purpose of the Office Cleaner role is to maintain the offices in a clean and tidy manner at all times across three sites.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>❖ Maintain the offices in a clean, hygienic and orderly manner at all times.</li> <li>❖ Prepare meeting rooms for guests.</li> <li>❖ Preparing basic catering needs for staff, meetings and guests.</li> <li>❖ Greet and assist guests.</li> <li>❖ Maintaining office security and lockup.</li> <li>❖ Monitor and restock kitchen, bathroom and other supplies.</li> <li>❖ Identify needs and purchase grocery, toiletry and cleaning equipment.</li> <li>❖ Washing.</li> <li>❖ Flower arranging.</li> <li>❖ Undertake training to develop skills required for the role.</li> <li>❖ Any task allocated to save time for the Directors.</li> </ul> <p>This job description is not an exhaustive list of duties, you will be expected to perform other job-related tasks to assist in developing the role and the business.</p>
<b>Obligations:</b>	<ul style="list-style-type: none"> <li>❖ Comply with generally accepted behaviour in the conduct of your employment.</li> <li>❖ Comply with any reasonable direction given by a Director.</li> <li>❖ Behave honestly and with integrity.</li> <li>❖ Act with care and diligence.</li> <li>❖ Treat everyone with respect and courtesy and without coercion or harassment.</li> <li>❖ Observe and comply with all applicable laws.</li> <li>❖ Comply with all lawful and reasonable directions given.</li> <li>❖ Maintain the organisation's confidentiality about dealings that you have.</li> <li>❖ Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with his or her employment.</li> <li>❖ Use company resources in a lawful and proper manner.</li> <li>❖ Not provide false or misleading information in response to a request.</li> <li>❖ Not make improper use of information or your duty, status, power or authority in order to gain a benefit or advantage for yourself or any other person.</li> </ul>
<b>Qualifications and Competencies:</b>	<ul style="list-style-type: none"> <li>❖ English</li> <li>❖ Bislama</li> <li>❖ 1 year office cleaning experience</li> </ul>

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<b>Attributes:</b>	<ul style="list-style-type: none"><li>❖ Genuine interest in cleanliness and hygiene.</li><li>❖ Enthusiastic, energetic and professional.</li><li>❖ Ability to follow instruction.</li><li>❖ Ability to communicate clearly and confidently.</li><li>❖ Customer focused.</li><li>❖ Initiative.</li><li>❖ Team player.</li><li>❖ Positive approach to change.</li><li>❖ Problem solving.</li></ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"><li>❖ Take reasonable care of yourself and others persons that could be affected by your acts or omissions at work in accordance with the Health and Safety at Work Act.</li><li>❖ Cooperate with, comply with and perform any reasonable duties allocated by the employer.</li></ul>
<b>Acknowledgement:</b>	I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.
Employee signature	
Date	
Manager signature	
Date	