

Position Description

Job title:	Office Cleaner
Date:	26th October 2022
Reports to:	Director
HSEQ Vanuatu is a consulting & digital technology business located in Port Vila.	
Position Description:	The purpose of the Office Cleaner role is to maintain the office in a clean and tidy manner at all times.
Duties:	<ul style="list-style-type: none"> ❖ Maintain the offices in a clean, hygienic and orderly manner at all times ❖ Monitor and restock kitchen, bathroom and other supplies ❖ Identify needs and purchase grocery, toiletry and cleaning equipment ❖ Prepare office and meeting room for guests and bookings ❖ Preparing basic catering needs for meetings and guests ❖ Washing ❖ Flower arranging ❖ Greet and monitor meeting room guests needs ❖ Maintaining office security and lockup ❖ Undertake training to develop skills required for the role ❖ Any task allocated to save time for the Directors <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>
Obligations:	<ul style="list-style-type: none"> ❖ Comply with generally accepted behaviour in the conduct of your employment ❖ Comply with any reasonable direction given by a Director ❖ Behave honestly and with integrity ❖ Act with care and diligence ❖ Treat everyone with respect and courtesy and without coercion or harassment ❖ Observe and comply with all applicable laws ❖ Comply with all lawful and reasonable directions given ❖ Maintain the organisation's confidentiality about dealings that you have ❖ Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with his or her employment ❖ Use company resources in a lawful and proper manner ❖ Not provide false or misleading information in response to a request ❖ 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
Qualifications and Competencies:	<ul style="list-style-type: none"> ❖ English ❖ Bislama ❖ 1 year office cleaning experience
Attributes:	<ul style="list-style-type: none"> ❖ Genuine interest in cleanliness and hygiene ❖ Enthusiastic, energetic and professional ❖ Ability to follow instruction

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	<ul style="list-style-type: none">❖ Ability to communicate clearly and confidently❖ Customer focused❖ Initiative❖ Team player❖ Positive approach to change❖ Problem solving
Health and Safety:	<ul style="list-style-type: none">❖ 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.❖ Cooperate with, comply with and perform any reasonable duties allocated by the employer.
Acknowledgement:	I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.
Employee signature	
Date	
Manager signature	
Date	