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ފަރާތުން، ސަރުކާރުގެ
ދާއިރާއިން، ރިސޯސް
ކެންޑަރު، ދިވެހިސަރުކާރުގެ
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POSITION DESCRIPTION

POSITION	Cleaner
EMPLOYMENT TYPE	Full time (1- year contract, renewable)
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Maintenance
LOCATION	VCLGC
DATE ADVERTISED	14 October 2024
DEADLINE FOR APPLICATION	19 October 2024

BROAD PURPOSE

Ensure the cleanliness and maintenance of classrooms, buildings and the campus compound, including gardening.

Reports to: Manager

Salary: MVR 3,500/-, Allowance: MVR 2,500/-

Time: 09:00 – 17:30 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Classrooms: Daily cleaning and readiness for use.
- Buildings: Weekly deep cleaning and upkeep.
- Compound: Weekly cleaning and waste disposal.
- Gardens: Regular watering, trimming and maintenance.
- Others: Completion of assigned tasks

MAIN DUTIES AND RESPONSIBILITIES

- Assisting with event setup and teardown.
- Reporting and safety hazards or maintenance needs immediately.
- Ensuring cleaning supplies are well-stocked and requesting replacements as necessary.

POSITION DIMENTION

- Responsible for maintaining cleanliness and order across all campus facilities and grounds.
- Care of cleaning equipment and gardening tools.
- Accountable for ensuring cleanliness standards are met across the campus.

- Limited authority to make minor adjustments in clean schedules; must report major issues to the supervisor.

Education

- Completion of Basic Education

Experience

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Skills and Competencies

- Basic knowledge of safe handling of cleaning chemicals and tools.

Character requirements / general attributes

- Punctual
- Ability to handle multiple tasks
- Must be organized
- Take initiative in tasks