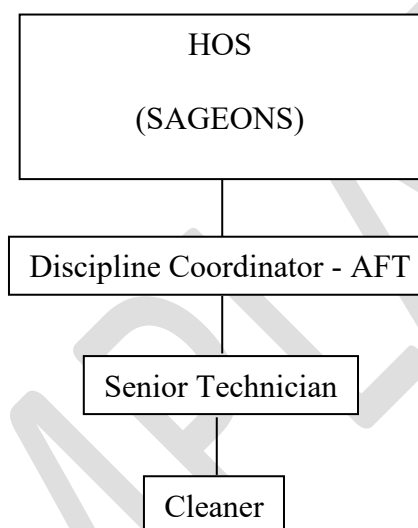


POSITION DESCRIPTION**IDENTIFICATION****Position Title:** Cleaner**Position Number:** WBA032**Section :** SAGEONS**Department:** Admin**Location:** Samoa Campus**Category:** I&J F/T**Grade:****Current Incumbent:****Date of substantive appointment:****Reports To:** Associate Professor Franis Mani**Supervised by:** Dr. Viliame Savou**ORGANIZATION CONTEXT****PURPOSE**

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

Cleaners help maintain a clean and sanitary environment within the university premises. This is essential for the health and safety of students, faculty, and staff.

This role holds utmost significance within an educational setting encompassing amenities such as restrooms, staff offices, administrative offices, and teaching laboratories. It requires diligent upkeep to ensure the well-being and safety of individuals, as well as to maintain cleanliness and hygiene standards.

NATURE AND SCOPE

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.

POSITION DESCRIPTION**POSITION DIMENSIONS**

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: _____ Indirectly: _____ Total Level of Costs: _____

Limits of Authority:

Financial: \$ _____

Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External • ... • ... • ...	Purpose of contact • ... • ... • ...
Internal • Head of School (HoS) • Discipline Coordinator (DC) • Senior Technician • Academic and support staff	Purpose of contact • Ensure that all assigned duties are carried out as required.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
KRA General Cleaning and Maintenance: • Ensure the cleanliness and hygiene of classrooms, laboratories, offices, and other common areas. • Perform routine cleaning tasks, including dusting, sweeping, mopping, and vacuuming floors. • Clean, disinfect, and maintain restrooms, including toilets, sinks, fixtures, and associated facilities. • Empty waste bins, replace liners, and dispose of waste in accordance with	• Classrooms, laboratories, offices, restrooms, and common areas are cleaned and maintained to University cleaning standards. • Daily, weekly, and periodic cleaning schedules are completed on time and documented where required. • Floors, furniture, equipment, windows, glass surfaces, and fixtures are clean, dust-free, and well maintained. • Restrooms are clean, hygienic, fully serviced, and stocked throughout the workday.

POSITION DESCRIPTION

established procedures. • Clean windows, mirrors, glass surfaces, doors, and other fixtures to maintain a clean and professional environment. • Dust and wipe down furniture, equipment, fixtures, and other surfaces to maintain cleanliness and prevent the build-up of dust. • Ensure that all cleaning supplies and equipment are maintained in good working conditions and report any faults or shortages promptly.	• Waste bins are emptied regularly, liners replaced, and waste disposed of in accordance with University procedures. • Minimal complaints are received from AFT staff regarding cleanliness, with identified issues addressed promptly and satisfactorily. • Supervisor inspections consistently rate cleaning standards as satisfactory or above. • Assigned cleaning tasks are completed within the designated work shift while maintaining quality standards.
Waste Management: • Properly segregate and dispose of general waste, recyclable materials, and hazardous waste in accordance with established procedures. • Empty, clean, and maintain waste bins and containers on a regular basis. • Comply with University policies, guidelines, and relevant health, safety, and environmental regulations for waste management and disposal.	• General, recyclable, and hazardous waste is correctly segregated and disposed of in accordance with University policies and environmental regulations. • Waste bins and containers are emptied, cleaned, and maintained according to the established cleaning schedule. • Waste management activities comply with Occupational Health and Safety (OHS) and environmental regulations.
Event and Meeting Support: • Prepare classrooms, meeting rooms, and event spaces by arranging chairs, tables, and audiovisual equipment as required. • Clean, tidy, and restore meeting and event spaces to their original condition after use.	• Classrooms, meeting rooms, and event spaces are prepared according to requested layouts and requirements before scheduled activities. • Chairs, tables, and audiovisual equipment are arranged safely and appropriately to support meetings, classes, and events. • Meeting and event spaces are cleaned, tidied, and restored promptly after use.
Specialized Cleaning: • Perform specialized cleaning of laboratories, research facilities, workshops, and other designated areas in accordance with established safety protocols and operating procedures. • Select and use appropriate cleaning agents, equipment, and personal protective equipment (PPE) to ensure the safe and effective cleaning of specialized facilities.	• Cleaning activities are carried out in compliance with laboratory safety protocols, University procedures, and Occupational Health and Safety (OHS) requirements. • Appropriate cleaning agents, tools, equipment, and personal protective equipment (PPE) are correctly selected and used for specialized cleaning tasks. • No contamination, damage, or disruption to laboratory equipment, research activities, or facilities occurs due to cleaning practices.

POSITION DESCRIPTION

Maintenance of Supplies • Monitor stock levels of cleaning supplies and consumables, and request replenishment as required to ensure uninterrupted cleaning operations. • Maintain an accurate inventory of cleaning products, equipment, and related materials, and report any shortages, damage, or replacement needs promptly.	• Maintains adequate stock levels of cleaning supplies, consumables, and materials to support uninterrupted cleaning operations. • Regularly monitors inventory levels and submits replenishment requests timely. • Maintains accurate records of cleaning products, equipment, and related materials. • Ensures cleaning supplies and equipment are stored safely, securely, and in accordance with University procedures.
Health and Safety: • Comply with all Occupational Health and Safety (OHS) policies, procedures, and regulations while carrying out cleaning duties. • Wear and use appropriate personal protective equipment (PPE) and always follow safe work practices. • Identify and promptly report any safety hazards, accidents, incidents, or maintenance issues to the supervisor and take appropriate action where required.	• Performs all cleaning duties in accordance with University Occupational Health and Safety (OHS) policies, procedures, and relevant regulations. • Consistently uses appropriate personal protective equipment (PPE) and follows safe work practices when handling cleaning chemicals, equipment, and performing cleaning tasks. • Identifies, reports, and responds promptly to safety hazards, accidents, incidents, spills, or maintenance issues in accordance with established procedures.
Team Collaboration • Collaborate with AFT staff to ensure the cleaning and housekeeping needs of the teaching and learning facilities are met efficiently and to a high standard.	• Works collaboratively with AFT staff to ensure teaching and learning facilities are maintained in a clean, safe, and functional condition. • Responds positively and promptly to cleaning requests and service requirements from staff and facility users.
Time Management • Manage work time effectively to ensure all assigned cleaning duties are completed within the designated work shift. • Assess and prioritize urgent or high-priority cleaning tasks to ensure a safe, clean, and functional environment. • Maintain a high standard of punctuality and reliability by reporting for duty on time and adhering to scheduled work hours.	• Assigned cleaning duties are completed efficiently within the allocated work shift and according to the established cleaning schedule. • Work activities are planned and prioritized effectively to ensure urgent cleaning requirements are addressed promptly. • Maintains consistent punctuality, attendance, and reliability by reporting for duty on time and adhering to scheduled working hours.

POSITION DESCRIPTION**TERMS & CONDITIONS**

Salary:

Length of Contract: 3 yrs

Gratuity and Allowances: n/a

Other Benefits: n/a

POSITION SPECIFICATION**Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
- Knowledge or training equivalent to the duties to be performed; or - Completion of Year 12 secondary school studies without work experience; or - An equivalent combination of experience and training.	Experience of cleaning in laboratory facilities

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
- Knowledge, training, or experience in cleaning and housekeeping, preferably gained in a tertiary institution or large organization.; or - General knowledge of cleaning chemicals and methods, including the proper use, care, and maintenance of basic and scientific cleaning equipment; - To be physically fit and in good health; - Understanding of Occupational Health and Safety (OHS) regulations and related issues; and - Ability to speak and understand basic English.	

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Judgement, compliance, communication, quality assurance, time management
<i>Advanced level</i>	Ability to work independently
<i>Working level</i>	Minimum Supervision
<i>Awareness level</i>	Problem-solving skills and initiative

APPROVAL

Supervisor name:

Supervisor's Signature:

Date:

FORM 5.5.05A
POSITION DESCRIPTION

Staff Name:

Staff ID:

Staff Signature:

Date:

TEMPLATE