

<b>Job Title:</b>	Cleaner		
<b>Division:</b>	Administration & Human Resource Division	<b>Salary Scale:</b>	GA2
<b>Job Classification:</b>	Janitorial	<b>Salary Range:</b>	
<b>Reports to:</b>	Head, Administration & Human Resource Division		
<b>Purpose:</b>	To provide daily janitorial services to GEA's outlying locations.		
<b>Key Output:</b>	A clean and hygienic environment.		
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Clean offices, apartment including hallways, staircases, toilet facilities and other areas as assigned;</li> <li>• Wash glassware, cutlery, etc. as assigned;</li> <li>• Ensure that supplies are utilized in an effective and efficient manner;</li> <li>• Sort and distribute newspapers to respective Divisions/Officers (where applicable);</li> <li>• Open and close building as required (where applicable);</li> <li>• Responsible for re-ordering janitorial supplies;</li> <li>• Inform Head of Division of potential hygienic risks; and</li> <li>• Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative.</li> </ul>		
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Reliable and productive;</li> <li>• Ability to execute instructions; and</li> <li>• Ability to work with minimal supervision.</li> <li>• Understand and execute instructions</li> </ul>		
<b>Qualifications:</b>	1. Ability to read and write. Experience in a similar capacity would be an asset.		