

OFFICE OF THE PRESIDENT

**CIRCULAR
MEMORANDUM**

REFERENCE NO:PS: 23/0/7^{VIII}

PUBLIC SERVICE MANAGEMENT

FROM: Permanent Secretary,
Public Service Management,

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

New Approved Job Description/Job Specification for
the position of cleaner.

DATE: 2001/09/07

I wish to advise you that the job description/ Job Specification for the position of Cleaner has been revised and the new approved one which takes effect from 2001-10-01 is attached for your guidance.

Please bring it to the attention of all your Cleaners, their Supervisors and all the other relevant officers.

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J. Geer
Chief Personnel Officer (ag)
For Permanent Secretary
Public Service Ministry

Job Title: CLEANER

REPORTS TO: Senior Office Assistant, Registry Supervisor
Senior Clerk, Personnel Officer or
Other Designated Officer.

Ministry/Department Throughout the Public Service

PURPOSE

To provide appropriate cleaning service

KEY OUTPUTS

Cleans and tidies office surroundings.

RANGE OF ACTIVITIES

Sweeps and cleans floors, dusts and wipes furniture, cleans windows, window sills and walls at hand reach.

Clean and disinfects toilets and sinks.

Removes scrap paper and other office refuse.

Ensures that all lavatories are adequately supplied with toilet paper, soap and towels.

Ensure the mopping of floors on weekly basis

Washes office towels

NATURE AND SCOPE

Qualifications, Knowledge and experience

A good physical condition and consistency in performing the duties of the post. Must be able to follow and carry out instructions about the Job.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS

Work is of a routine nature. Works under instructions. Any decision-making will be related to the action to be taken in slightly unusual situations when the Supervisor is not present, especially at the end of the day i.e. choosing appropriate alternative courses.

RESOURCE MANAGEMENT

The job holder is accountable for cleaning equipment and materials allocated to her.

COMMUNICATIONS.

Unpleasant from toilet stench and in cleaning, dust dirt. Sometimes works in uncomfortable posture.

Prepared by:

Checked by

2001/08/02.