



MINISTRY OF INFRASTRUCTURE & METEOROLOGICAL SERVICE
DEPARTMENT OF METEOROLOGICAL SERVICES

ROLE DESCRIPTION: **Cleaner**

CORPORATE INFORMATION

1. **Position Level:** Salary Band A
2. **Salary Range:** \$4.60/hr. - \$5.90/hr.
3. **Duty Station:** Meteorological Office, Nadi
4. **Reporting Responsibilities:**
 - a) **Reports To:** Clerical Officer (Leave)
 - b) **Liaises with:** Senior Administrative Officer, Administrative Officer, DMET, All Staff of FMS and agencies
 - c) **Subordinates:** NIL

POSITION PURPOSE

The primary role of the position is to provide cleaning services to in line with the requirements of cleaning specification and to be the messenger within the premises.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties;

1. Clean and care for FMS RSMC, Nadi Briefing Office and Radar in order to ensure they are maintained in a safe, clean and tidy environment.
2. Maintaining storage area and cleaning equipment, material and supplies in a safe and orderly manner in order to ensure safety of staff
3. Bathroom cleanups and replacing soaps, hand-washes, and towels wherever necessary
4. Setting up rooms for meeting and preparation for tea and lunch for National and international meetings

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

1. Waste bin cleaning, vacuuming carpets and mats
2. Mop cleaning, surface cleaning for all office furniture such as chairs, desks, tables etc.
3. Application of disinfectants to prevent the growth of germs
4. Window cleaning, glass material cleaning, flooring and tiles cleaning
5. Walls, cabinets and ceilings cleaning,
6. Maintaining a proper alley & staircases cleaning process
7. Ensuring an effective kitchen cleanup for keeping the place healthy where the employees meet for tea and lunch

PERSON SPECIFICATION

In addition to pass in Form 6 the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. Knowledge of standard cleaning procedure, chemicals, products and equipment
2. Knowledge of the workplace hazardous materials information systems
3. Maintaining facility by sweeping, mopping and vacuuming floors; taking out trash, cleaning windows and shining, disinfecting and wiping down facility.
4. Ability to work under little supervision
5. Ability to set up room for national and internal meeting

Skills and Abilities

1. A reasonable level of fitness
2. Punctual, reliable and trustworthy
3. Able to manage time effectively
4. Awareness of health and safety procedures
5. Reading skills for following instructions
6. Maths skills for measuring cleaning fluids

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Service must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability