
WATER AUTHORITY OF FIJI
REF: 986
CLEANER - SUPPORT
(WAILOKU DEPOT)

Purpose

The Cleaner is responsible for ensuring that the assigned WAF premises are kept clean and hygienic at all times in line with the standard required by WAF. This position reports to the Supervisor in-charge of the Depot or designated Section Head.

Principal Accountabilities

1. Effective and efficient cleaning services provided

- All office cleaning work plans/schedules and work guidelines received from WAF fully understood
 - all cleaning outcomes are within the allocated annual budget
- Effective management and ongoing monitoring of items that are highly prone to affect the cleanliness and hygiene levels of WAF's workplace environment delivered, including but not limited to:
 - Garbage disposed properly on a daily basis.
 - Mop heads washed daily and cleaned
 - Cleaning of lift/common areas in the morning and mid-day, where applicable and where applicable cleaning of administration building, conference room, toilet and bathroom.
 - Minimal to nil customer complaints against cleanliness/hygiene of WAF Offices/premises ensured

- Full compliance with established work schedules and hygiene standards delivered at all times
 - Daily cleaning, at the required level and quality of WAF's premises in designated areas successfully completed according to work schedules
 - Highest standard of work achieved in cleaning work areas at all times
 - floors, tiles, windows, doors, walls, toilets, desks, cubicles, garbage bins, kitchen and or any other parts of the premises swept, mopped and dust free working environment achieved
 - Clean, well-kept and well-presented offices and centers maintained at all times to create exceptional first impression of Water Authority to customers in all its facilities
 - Clean and hygienic premises maintained and managed
 - Appropriate and timely placement or replenishment of toiletries and washing soap /sponges in their appropriate places ensured
 - Use of proper signage to display wet or OHS risk areas ensured at all times
 - Cleaning stock and equipment appropriately managed:
 - Managing all sanitation equipment, chemicals and air fresheners
 - Pro-actively placing sanitation orders with direct superior to avoid delays in purchase of tools, chemicals and any other goods deemed appropriate
 - Timely and accurate record of time summary sheets ensured
2. Organisational Values promoted and demonstrated at all times
- Support of the environment aligning deliverables to organisational values and strategic directions ensured
 - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured
3. Teamwork and cooperation
- Cooperation within the team and greater function/department encouraged

- Cooperation across functions/departments ensured
- Other related duties or project management assigned by the direct superior as per established reporting line, effectively and efficiently addressed

Knowledge & Experience

- School Leaving Certificate
- At least 2 years of relevant work experience
- Proven experience in housekeeping
- Strong interpersonal skills
- Proven ability to work effectively in a Team

Skills & Abilities

- Contribute to the team improving team effectiveness through personal commitment
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Identify the important issues and select an established procedure to address the problem
- Utilise time and effort efficiently to complete tasks set by others.

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 986 Cleaner - Support (Wailoku Depot)**” and should be received no later than **3 June 2022** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj