

ENVIRONMENTAL PROTECTION AGENCY



Job Description

Job Title: Cleaner
Reports to: Administrative Officer
Division: Administrative
Overall objective: To ensure that all areas under the EPA are kept clean and tidy at all times and to provide necessary kitchen support services when necessary.

Duties and Responsibilities

1. To sweep, dust, and mop the areas assigned
2. To ensure that the Boardroom is cleaned regularly.
3. To clean and prepare the Boardroom for meetings.
4. To ensure that the Kitchen is kept clean and tidy at all times.
5. To ensure that the washrooms are cleaned on a daily basis.
6. To clean and maintain all cleaning and kitchen appliances/utensils and report any malfunction or loss to the supervisor immediately.
7. To serve beverages when necessary.
8. To perform other related functions when necessary.

Candidate should have basic literacy skills and at least one (1) year experience working in a similar position.