

TONGA NATIONAL QUALIFICATIONS AND ACREDITATION BOARD



Job Title: Cleaner	Supervisor: Principal Qualification Officer, CS
Name:	Hours of work: 2 hours/ day
Next Review: 1 July 2022	Type of appointment: Daily Labour
Special Conditions: The On occasions, there will be a requirement to work outside normal hours to complete urgent tasks.	

Job Purpose

Cleaning of TNQAB office to make ensure that it meets good housekeeping sanitation and provides a clean working space for TNQAB employees.

Key Responsibilities	Tasks
1) Perform a variety of cleaning activities	<ul style="list-style-type: none"> • Vacuuming and cleaning carpets and rugs in all open office area, rooms and behind bookshelves, sweeping and mopping • Dusting and polishing furniture, fixtures, desktops and equipment • Cleaning and sanitizing toilets, showers, countertops, and sinks, mirrors, windows, doors and other glass surfaces, and showers • Clean and sanitary kitchen area • Emptying trash receptacles and disposing of waste in a sanitary manner • Collects and washes all dirty dishes • Clean the Secretariat's vehicles when needed, in the absence of the driver
2) Ensure all office space and rooms are cared for and inspected according to standards	<ul style="list-style-type: none"> • Tidying up tables, desktops, bookshelves • Clean lights, draperies and other hard to reach areas • Report necessary domestic repairs and replacements to Head of Corporate Services • Sets up, clean and organizes all furniture and amenities in conference room • Adhere strictly to rules regarding health and safety

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<p>3) Ensure safe storage and maintenance of cleaning equipment</p>	<ul style="list-style-type: none"> • keep all cleaning equipment and materials in a safe and sanitary working condition • Store cleaning equipment in secure location • Notify superiors on any accidents, damages or problems caused by cleaning agents • Recommend cleaning agents to replenish to the Head of CS
<p>4) Support the organization's Cooperate Social Responsibilities</p>	<ul style="list-style-type: none"> • Collects all recyclables and take to proper recycle bins for recycling daily • Turn off the lights when rooms are not used daily • Set up pot plants and green environment to have an eco-friendly office • Use shredded papers to supplement soil in pot plants • Watering of indoor and outdoor pot plants daily
<p>5) Support efficient operation of the Secretariat</p>	<ul style="list-style-type: none"> • Deal with reasonable requests from staff for cleanings with professionalism and patience • Keep the kettle clean and filled during the day for board and staff needs • Assist in preparation for meetings and workshops • Tidy and clean up after Board functions
<p>6) Maintain safety precautions in office</p>	<ul style="list-style-type: none"> • Inform Head of CS of any unsafe condition in the office • Report damages and malfunctions identified while performing daily tasks
<p>7) Assist in other areas as directed</p>	<ul style="list-style-type: none"> • Assist in any other duties required by the DCEO or the CEO from time to time

Declaration:

I hereby acknowledge that I have received, read and understand my duties and responsibilities.

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Name of Daily Labourer: Signature:

Date:.....

Name of Supervisor: Signature.....

Date: