

LEGAL AID COMMISSION

"Promoting Greater Access to Justice to all Fijians"



JOB DESCRIPTION

Position: Janitor **Unit:** Administration Unit
Location: Suva **Salary:** n/a
Reports To: Director, Business Operations Manager

THE POSITION

The primary purpose of this position is to undertake all housekeeping duties in the office and maintain cleanliness of the premises at all times.

KEY RESPONSIBILITIES

- washing; sweeping; mopping; wiping; vacuuming; polishing; dusting;
- maintaining general cleanliness and hygiene of the entire office including cleaning of kitchen and toilets to the required standard on a daily basis;
- clean and dust office furniture, machines and equipment;
- clean and disinfect microwaves, refrigerators, countertops, hand basins, toilets, mirrors, floors;
- disposal of rubbish every day;
- wiping and scrubbing of floors, walls and windows as and when necessary; replenish bathroom/toilet supplies;
- carry out gardening duties such as weeding and planting;
- raking the compound; prepare and serve tea/snacks during office functions and meetings;
- provide clerical and other support services as and when required including dispatching of mails and other documents;
- return any lost items found in office and or around the office premises;
- provide other services as requested by management when not engaged in cleaning;
- act in all respects in accordance with directions given to the officer by Director and the Business Operations Manager.

SELECTION CRITERIA

THE PERSON

High school qualification, or years of relevant experience in similar or related field of work. Physically and medically fit to be able to carry out the work.

KNOWLEDGE AND EXPERIENCE

- at least 2-3 years work experience in a similar role;
- ability to effectively communicate in English;
- good knowledge on the use of chemicals and other cleaning products;
- good knowledge of OHS rules, regulations and policies.

SKILLS AND ABILITIES

- proven work experience as a cleaner;
- ability to handle heavy equipment and machinery;
- ability to use cleaning products, supplies, and techniques for cleaning;
- ability to work well alone, or with a partner or team;
- excellent time management skills;
- pays attention to detail when cleaning.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Legal Aid Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution.

Applicants must also be Fijian Citizens, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.