



JOB TITLE : House Keeping
DEPARTMENT : Supporting Services
REPORTS TO : Receptionist
Directly supervise : None

JOB SUMMARY:

To clean the laboratory at the beginning of the day and monitor the whole lab and carry out regular cleanings all over the day using the proper disinfectants and cleaning materials. Providing drinks to staff and visitors. Taking care of the general Hygiene in the offices.

DUTIES AND RESPONSIBILITIES:

1. To carry out all the cleaning aspects and tasks inside both the working technical area and the administrative areas of the laboratory as per Branch Procedure.
2. Applying Standard hygiene controls for cleaning equipment, devices and offices.
3. Applying Standard hygiene controls for cleaning work toilets, visitors area and store area.
4. Washes windows, walls, and other assigned areas. Picks up trash, empty garbage containers, and remove all trash to area for disposal as per the work code.
5. Cleans and maintains properly all items and appliances located in the kitchen.
6. Performs related tasks as and when required.

QUALIFICATIONS

EDUCATION: Work requires the ability to understand and follow oral and written instructions generally acquired through a partial high school education.

Certification: N/A.

- To obtain a health Certificate stating that he is free from disease.

PROFESSIONAL WORK EXPERIENCE: Minimum of one year of housekeeping experience.

Knowledge:

1. General Knowledge and skills related to routine housekeeping and maintenance work, with commercial/institutional cleaning experience desirable.



2. Knowledge of laboratory policies and procedures.
3. Knowledge of housekeeping functions and standards, including safety and sanitation.
4. Knowledge of cleaning methods, materials, tools and equipment.
5. Knowledge of common safety hazards to identify potential safety problems.

Skills:

Skills in operating housekeeping equipment, machines and cleaning work technical areas.

Abilities:

1. Ability to perform tasks in specific sequences.
2. Physical ability to do heavy custodial work and operate cleaning equipment.
3. Ability to understand and follow written instructions, chemical labels and warnings.
4. Ability to work cooperatively with other employees and to deal courteously with all staff.
5. Ability to perform repetitive cleaning operations under direct supervision.

Scheduling flexibility of work hours is required to accommodate changing business needs.