



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

	POSITION NUMBER: CAT 017
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Supervisor - Cleaning (NP01)
DIVISION: Corporate and Support Service	LOCAL DESIGNATION: Supervisor
BRANCH: Parliamentary Catering Service	REPORTING TO: Assistant Director Admin - Catering Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass / JD Revised

Handwritten signature and date: 28/03/19

2. PURPOSE:

Supervise and keep refreshment rooms and buildings clean and in hygienic condition by performing cleaning duties, such as gardens, floors, shampooing rugs, washing walls and glass, and removing rubbish.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

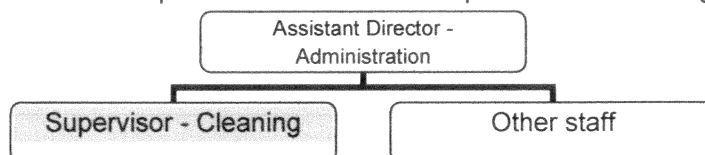
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Supervise the cleaners and ensure that stripping of dirt linen from the service rooms as needed to remove stains from badly soiled linen
- Supervise and operate washers and dryers properly as well as ensuring that the correct chemicals (and amounts) are being used
- Ensures cleaners wash, clean and iron all table linen, staff uniform and terries
- Fold linens and hang uniforms to catering service standards and keep laundry neat and clean and attend to other duties assigned by Laundry Supervisor

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one supervisory position that report to the Assistant Director - Administration to ensure quality services are provided to meet the expectation of the organization.



5.2 Internal:

- Provide supervisory and assistance towards general cleaning duties in all communal areas and landscape works of C-Block.
- Record and maintain all incoming and outgoing cleaning supplies.
- Attend to other specific cleaning and sanitation tasks when arise

5.3 External:

NA

5.4 Work Environment

- This position is a semi-technical position and the incumbent for this position is required to carry out proper physical and mechanical cleaning work when handling various cleaning chemicals and equipment

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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5.6 Challenges

- Provide appropriate cleaning service advice to the superiors and the administration
- Serve with dignity and fairness.
- Meet deadlines for matters relating to the provision of cleaning service.
- Ability to perform assigned duties with attention to detail, speed, and in timely manner under minimum supervision.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Secondary/High school or other relevant qualification

6.2 Experience

- The incumbent must have at least 3-5 years of related experience in the organizations

6.3 Knowledge

Must have a thorough knowledge of:

- Good Understanding of cleaning equipment and machine, and chemicals.
- Better knowledge to maintain all Health and Safety Standards.
- Good knowledge of stain treatment in order to utilize the best strategies to maintain cleanliness of the Parliament precincts.

6.4 Skills

- Sound supervisory and leadership skills in the operations of cleaning services.
- Extensive skills to Operate and maintain washer, dryer, dry cleaning machine etc.
- Excellent skills to operate and maintain folding equipment, and chemicals

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date