

Position Description

Cleaner



Primary Role

- 1.0 The Cleaner shall be responsible for the general upkeep, and cleaning of the Office and other premises used by the Broadcasting Authority. The main responsibility is to ensure that these premises are kept clean, sanitised and well kept.
- 1.1 The Cleaner may also be required to provide other support services that are within his/her competency. The Domestic Services & Support Officer may also be required to provide other support services that are within his/her competency, as may from time to time be requested by the Management.

Organisation Structure and Reporting Relationship

- 2.0 The Cleaner reports to the Chief, Corporate Services.

Principal Duties

- 3.0 The principal duties of a Cleaner are as follows:
 - 3.1 Ensuring that all the premises including the Office in Ħamrun and other facilities presently owned by the Authority and other potential sites which the Authority might have in the future. These should be maintained in a clean and organised manner. This includes but is not limited to :
 - Sweeping, washing mopping, vacuuming floors, carpets etc.
 - Vacuuming, cleaning and spot-cleaning carpets.
 - Sweeping and/or washing of stairs
 - Sweeping and/or washing of balconies, roof area and terrace floors
 - Sweeping and/or washing of basement and garage floor areas
 - Cleaning and /or washing of glass doors and window apertures
 - Cleaning and/or washing of door and window blinds
 - Dusting and cleaning doors, furniture, furnishings, equipment and so forth as necessary. This may include using disinfecting methods and/or materials.
 - Ensuring kitchen, restrooms, fixtures and other facilities are kept clean and sanitised daily.
 - Ensuring kitchen and restrooms (including dispensers) are restocked.
 - Washing and cleaning of crockery, cutlery items and utensils.
 - Doing basic laundry duties (e.g. washing dusters, dish cloths, doilies/mats)
 - Organise and follow waste recycling practices according to standing regulations and procedures.

- Emptying recycling bins and garbage bins and ensuring waste is collected by the waste collection service. Facilitating waste separation in line with applicable policies and procedures.
- Cleaning spills, broken glass and other mess ups as quickly as possible.
- Ensure the office environment looks and feels fresh and clean.

3.2 The Cleaner is also expected to:

- Maintain cleaning equipment and consumables in a good state. Indicate to the Office Assistant when there is a need to purchase replacements (etc.).
- Help create and maintain the inventory of relative tools, equipment and / or materials used during the course of one's duties.
- Use automatic/electronic kitchen and cleaning tools or equipment such as a vacuum cleaner, washing machines, kettles and similar.
- Use appropriate chemicals and cleaning materials.
- Report any breakages that he/she may identify or which otherwise occur during the cleaning process.
- Inform the Chief, Corporate Services or an authorised Officer of any maintenance or repair work that may be needed and which were identified during the course of one's duties.
- Suitably stock and maintain at adequate levels kitchen and boardroom supplies as needed.
- Any other similar duty that can be expected for the efficient and effective execution of one's duties.

3.3 Other general tasks to support the Authority that would include but are not limited to:

- Preparing refreshments (water / coffee / tea / biscuits / snacks etc.) for meetings
- Assisting or otherwise making ready meeting rooms
- Embellish the Office space with flowers, watering plants and similar
- Running Office menial errands outside of the premises such as buying consumables (paper, milk etc) as may be necessary.
- Driving Category B Office vehicles
- Other similar duties as may from time to time be assigned.

3.4 Following applicable Authority policies and procedures, including ensuring suitable health and safety precautions (e.g. notices indicating wet/slippy floors) are taken during the execution of the various responsibilities.

3.5 Maintaining activity records, as may be necessary.

3.6 Developing and maintaining a good rapport with staff of the Authority; acting as a team player.

3.7 Ensuring that all activities and duties performed meet the highest standards.

3.8 Participating in in-service and other training programmes as required.

3.9 Any other duties according to the exigencies of the Authority, as may from time to time be assigned by the Chief Corporate Services.

Other Points

4.0 This position description may from time to time be updated by the Chief, Corporate Services following the approval of the Chief Executive Officer.

4.1 Updates may include amendments and / or changes to the assigned roles and responsibilities; eligibility criteria and any other element as may from time to time be deemed necessary to maintain the position in pace with the times and the needs of the Broadcasting Authority.

Eligibility Criteria

This position requires the incumbent to possess the following formal qualifications, capabilities and experience:

Required	Desirable
Clean Police Conduct	A team player
Able to Communicate in Maltese and / or English and can follow written or verbal instructions. Good interpersonal skills.	Proactive.
Citizen of Malta or other EU country.	Ability to multitask.
Friendly and amicable. Flexible disposition.	Ability to prioritize tasks.
Excellent organizational skills. Can follow a schedule or routine and easily adapt if these are changed.	Proven experience in a similar role.
Can work on own initiative and without supervision.	
Trustworthy, reliable and honest.	
Physically fit to carry out the assigned duties <i>(Energetic. Can lift up to 20 kgs without assistance. Able to reach, stretch, bend, and walk during daily routine. Able to stand up for a long duration with ease).</i>	
Attention to detail.	
Has at least basic knowledge of cleaning products, including chemicals and supplies, and methods used in office cleaning.	
Can operate basic kitchen and cleaning electronic equipment such as kettle, automatic floor scrubbing machines, floor buffers, and wet and dry vacuum.	
Possesses driving licence (B/B1)	

Remuneration

6.0 The remuneration, allowances and work conditions pertaining to this post are governed by the Collective Agreement for the Broadcasting Authority as may from time to time be defined and agreed in line with the provisions of the Employment and Industrial Relations Act (Chapter 452).

6.1 The full-time post carries a basic annual salary of €13,181.80 x €222 - €14,513.80. If the incumbent is appointed to work on a part-time basis, the annual salary shall be proportionately equivalent to the weekly hours worked (with full time-employment being at 40 hours weekly).

6.2 The Domestic Services & Support Officer is entitled to all other statutory allowances or bonuses or other entitlements. The basic salary is subject to cost of living increases and/or Collective Agreement revisions. The basic salary is also augmented by Government bonuses and an annual performance bonus of up to a maximum of 3% of the basic salary.

General Work Conditions

7.0 The post is subject to a twelve-month probationary period starting on the day of commencement of employment.

7.1 Attendance and working hours shall be as determined by the collective agreement and / or internal policies. In general, the Domestic Services & Support Officer works flexibly during normal office hours in line with the appointed schedule(s) as may from time to time be defined by the Chief, Corporate Services.

7.2 In exceptional circumstances, the Domestic Services & Support Officer may be required to work outside normal work hours for a limited period and within the scope of executing a definite, temporary task / providing assistance.

7.3 Without prejudice to 7.2, the Domestic Services & Support Officer entitled to all statutory vacation and sick leave and public holidays.