



JOB DESCRIPTION

Position Title	:	Cleaner
Department	:	Administration
Report to	:	Admin Officer
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- To keep the assigned areas in the university's premise clean, hygienic, and friendly environment during the university operation hours
- Collect and dispose the trash from own area

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Clean the area of work as assigned such as office, office desks, chairs, sofa, carpet, copy Machine, Printer, Telephone, Toilet, and other corners to keep premise clean
- Arrange drinking water and refreshment for meeting and other events on campus
- Clean cup or glass for offices and other events to ensure the hygiene and health for university's members and staff
- Clean the ceiling both inside and outside an office
- Do gardening to ensure that plants are growing well
- Collect and dispose the trash at the designated areas regularly
- Report and request for any equipment and utilities for performing the work and keep it in proper place
- Perform other relevant tasks assigned by supervisor

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 6 months working experience in the relevant house-keeping work
- Committed, acquired principle but flexible with work
- Be keen about the cleaning work

2. Education:

- At least high school certificate
- Training on house-keeping service