GOVERNMENT VACANCY

JOB TITLE: **Cleaner**

DEPARTMENT: **Library Services**

MINISTRY: **Education, Youth, Sports and Culture**

LOCATION: **Providenciales & North Caicos**

JOB SUMMARY:

The cleaning services for government buildings and offices are centralized under the Ministry of Government Support Services which assigns cleaners to the different ministries and offices. The job holder is responsible for maintaining the cleanliness of the assigned building, office or areas. Required to perform various cleaning duties as delegated by the supervisor and is responsible for helping to create a pleasant environment for workers and customers.

KEY DUTIES AND RESPONSIBILITIES:

- Cleans and disinfects sinks, countertops, toilets, mirrors, floors, refrigerator, etc.
- Replenishes bathroom supplies.
- Polishes metalwork, furniture, fixtures and fittings.
- Sweeps, mops and vacuums floors using brooms, mops and vacuum cleaners.
- Dusts furniture, equipment, decorations, partitions and any other office furnishings.
- Empties wastebaskets and recyclables and transports to designated disposal area
- Cleans rugs, carpets, and upholstered furniture, using vacuum cleaner.
- Cleans walls and woodwork, windows, door panels, partitions, sills, etc.
- Adhere to all Public Service codes, rules and regulations.
- Perform any other cleaning related duty that may be assigned by the Supervisor.

QUALIFICATIONS AND EXPERIENCE:

- Although previous experience will be an asset, cleaners will be able to learn on the job with no formal education or training or prior experience.

Compensation:

SALARY – GRADE 1.1: $745.38 Bi-weekly

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Successful applicants will work in accordance with the Public Service Ordinance.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.