

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development..

1. POSITION DETAILS

Position : Housekeeper
Incumbent :
Division : Office of Corporate Services
Department : Department of Accommodation
Location : Nasinu Campus
Reports to : Pro-Vice Chancellor Corporate Services through respective section heads

2. PURPOSE

This position is responsible for assisting in the Hostel supervisors of accommodation facilities, the welfare and supervision of students in the Halls of Residence and the provision of related support services that will enhance the residents' studies and enable them to develop a foster scene of belonging to a diverse community characterized by tolerance, respect and understanding. Ensure that all developments of specific areas is carried out to the standard required in line with safety and best practice requirements and providing an enhanced and responsive level of service, resulting in improvement to the environment within Hostels (and surrounding areas).

The key function will be to undertake all related activities in order to meet the needs of the University and to ensure that the Hostel is maintained to an excellent standard and to provide a good impression to all visitors to the school, parents, students and staff.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Hostel Supervisor

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

<ul style="list-style-type: none"> • Cleaning of the walls, floors, furniture and fitting by use of manual and electrically powered tools and equipment
<ul style="list-style-type: none"> • Dusting, sweeping, mopping and vacuuming in accordance with the work schedule.
<ul style="list-style-type: none"> • Emptying of litter bins and the delivery of rubbish to the main refuse collection areas.
<ul style="list-style-type: none"> • Reporting of all defects of equipment, furniture and fittings including electrical and gas appliance.
<ul style="list-style-type: none"> • Ensuring that adequate supplies of cleaning materials and equipment are available.
<ul style="list-style-type: none"> • Maintaining safe and hygienic working practices with due regard for self and others.
<ul style="list-style-type: none"> • Maintain a daily cleaning schedule for the cleaning team.
<ul style="list-style-type: none"> • Ensure quality standard of cleanliness of all Hostels & Uni-Lodges.
<ul style="list-style-type: none"> • Ensuring all chemicals and cleaning equipment are stored safely after use
<ul style="list-style-type: none"> • Ensure correct usage of all cleaning agents and materials in work areas.
<ul style="list-style-type: none"> • Ensure proper usage and safe keeping of all housekeeping equipment
<ul style="list-style-type: none"> • Ensure adherence to all FNU Polices & Regulations as well Health & Safety Practices.
<ul style="list-style-type: none"> • Ensure attendance of all identified training.
<ul style="list-style-type: none"> • Ensure timely weekly reports to Wardens.
<ul style="list-style-type: none"> • Any other duties assigned by Hostel Supervisor, Accommodation officer and Manager Accommodation.

5. KEY CHALLENGES

- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture. All work must be carried out with the regulatory requirements.
- All the staffs that are exposed to hazard and risk must be equipped with appropriate PPEs.
- Any work involving heights or confined space must have a permit before the commencement of the work.
- Ensuring that quality is maintained throughout the duration of the work
- Any staff using powered or electrical tools must be adequately trained.

6. AUTHORITY LEVEL

Operating Expenditure :.....

Capital Expenditure :.....

Others :.....

7. QUALIFICATION AND EXPERIENCE

Essential

- The incumbent should have at least have a minimum of 3 years of work experience as a Cleaner/Housekeeper or in a similar role
- Ability to work with little Supervision and maintain high level performance.
- A good customer service with good communication and interpersonal skills
- Time Management skills

Desirable

- A basic certificate in housekeeping or an experience in a hospitality environment

8. KNOWLEDGE & SKILLS

- Excellent organizing, planning, implementing and coordinating skills.
- Proven ability to multi-task.
- High attention to detail.
- Strong analytical, problem solving time management, negotiation and administrative skills.
- Significant experience in providing administration functions in a fast moving environment
- Self-starter able to prioritise and manage a diverse and demanding workload within tight deadlines
- Ability to deal with sensitive information in a confidential manner
- Effective communication skills, both in writing and in person

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Housekeeper/Hostel Supervisor/Accommodation officer, Manager Accommodation	On a daily basis
Work closely with staff, Hostel Supervisor, Accommodation Officer, Manager Accommodation	As and when required

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.