Drukair
Royal Bhutan Airlines

འབྲུག་མཁའ་འགྲུལ་ལས་འཛིན་ཚན།
(Drukair Corporation Limited)

Terms of Reference

JOB TITLE/POSITION : Cleaner
DEPARTMENT/SECTION : HR & Administration
REPORTS TO : Head, Liaison & Admin

PURPOSE

- To maintain a clean, hygienic, safe and orderly working environment across the assigned office premises and facilities of Drukair.

RESPONSIBILITIES

- Clean and maintain offices, workstations, meeting rooms, corridors, stairways and other assigned areas on a regular basis.
- Sweep, mop, dust and vacuum floors and surfaces, and ensure that furniture, fixtures and equipment are kept clean.
- Clean and disinfect washrooms, and other common facilities, and replenish soap, tissue and other necessary supplies.
- Collect, segregate and dispose of waste in designated bins and ensure that waste is removed regularly.
- Keep cleaning materials and equipment clean, properly stored and used in accordance with safety instructions.
- Report any damage, maintenance requirements, spillages, pest concerns or shortages of cleaning supplies to the immediate supervisor.
- Follow workplace health, safety and hygiene procedures, including the proper use of cleaning chemicals and personal protective equipment.
- Carry out cleaning duties before, during and after office hours, or as assigned by the supervisor, while minimising disruption to staff and visitors.
- Perform any other relevant duties assigned by the immediate supervisor.
- Maintenance of flowers in and around office premises.

.