

## ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

## 1. JOB IDENTIFICATION

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>1.1 Position Title</b>     | : Cleaner                            |
| <b>1.2 Position Level</b>     | : GSS                                |
| <b>1.3 Occupational Group</b> | : Administrative and Technical Staff |
| <b>1.4 College/OVC</b>        | : Paro College of Education          |

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job).*

The primary responsibility of the position is to ensure cleanliness and hygiene in all assigned areas of the College premises through routine cleaning tasks such as sweeping, mopping, dusting, and waste disposal. The cleaner is also responsible for maintaining sanitation standards in washrooms, corridors, offices, and classrooms to create a safe and pleasant environment for staff, students, and visitors.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory).*

- Sweep, mop, vacuum, and dust floors, walls, and furniture.
- Clean washrooms, toilets, and ensure adequate supply of cleaning materials.
- Empty and clean wastes bins regularly and dispose of garbage properly.
- Assist in setting up venues for meetings, workshops, and other official functions.
- Ensure safe storage and proper use of cleaning tools and chemicals.
- Report maintenance issues or damages in the building or facilities.
- Support minor office errands or messenger duties as assigned.
- Follow all health, safety, and environmental standards of the College.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities).*

- Maintain cleanliness of designated blocks, classrooms, and offices on daily basis.
- Clean windows, doors, and glass partitions periodically.
- Assist caretakers and estate section during official events or cleaning drives.
- Support in maintaining campus greenery by watering plants as required.
- Perform any other tasks assigned by the immediate supervisor or Administration Office.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide).*

**5.1 Education:** NIL

**5.2 Experience:** Experience in similar cleaning works will be given preference during shortlisting.

**5.3 Knowledge Skills and Abilities:**

- Basic knowledge of cleaning techniques and sanitation standards.
- Ability to operate basic cleaning equipment.
- Physical fitness and ability to perform manual tasks.
- Reliability, punctuality, and sense of responsibility.
- Ability to follow instructions and work independently or in a team.