



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: MARKET CLEANER

CORPORATE INFORMATION

1. Position Level: Unestablished Position- Hourly Rate
2. Remuneration: A competitive wage depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Lautoka Municipal Market, Lautoka or any other station decided by council from time to time such as Depot, Parks & Gardens etc.
4. Reporting Responsibilities;
 - a) **Reports To:** Directly reports to the Market Manager or other HODs/Supervisor
 - b) **Liaises with:** Head of Services, Manger Health Services and all other Department Heads and Sub-Heads.
 - c) **Subordinates:** Parks & Gardens, Maintenance Supervisor, Horticulturists.
 - d) **External Relationships:** Heads of Departments, Vendors, Vendor Associations, Customers, CEOs of other municipal Councils, External Auditors.

ROLE PURPOSE

The Market Cleaner will directly oversee the housekeeping of the Market and its surroundings

The successful candidate will be efficient and self-motivated to keep the area clean with the help of the resources provided and adhere to councils' rules and regulations

KEY RESPONSIBILITIES

- Thorough cleaning of the Market building and the surrounding areas including Bus Bay Namoli Green, Market triangle, fish market.
- Using necessary cleaning equipment by way of sweeping, picking, raking, wiping, washing and removing of all litter.
- Separation of market green waste for the purpose of market waste composting project.
- The loading of all market green waste into the council's truck for transporting market waste to Vunato disposal site.
- The employee shall clean and maintain all wash troughs and its surrounding areas and areas around standpipes in the market premises.
- The employee shall clean fish market continuously and upon closure in the afternoons including the floors, fish display slabs, booming and scrubbing with detergent.
- On Sundays the employee shall wash by hosing down with water the bus terminal, walkways of the market building loading and unloading bay.
- Take initiative in maintaining and improving environmental performance.
- Ensure council's equipment, material, and the work site are maintained, kept clean, and stored in a safe manner
- Liaise with Supervisors for directions of daily work to be carried out in orderly manner and to council's satisfaction.
- Report any incidence to the Supervisors or their representatives that may not be consistent with council's work ethics and values
- Carryout all works assigned by Supervisors as and when need arises.

KEY PERFORMANCE INDICATORS

Performance will be gauged through the following indicators:

1. Upkeep and Cleanliness of the market surroundings.
2. Regular cleaning schedules and rubbish disposal.
3. Separation of market waste to maximise market waste composting
4. Fulfilling the targets assigned by Supervisors.
5. Meeting of customer/vendors demands within the scope of work assigned.

PERSON SPECIFICATION

Works activities are well defined and becomes routine after some experience. Requires a lot initiative and innovative abilities.

Essential Qualification: Must have knowledge and 1year experience of cleaning and housekeeping.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. 1-year experience in Cleaning and housekeeping
2. Knowledge of cleaning chemicals and chemical handling.
3. Knowledge of health and safety requirements
4. Mature and physically fit to assist loading waste into truck for disposal

Skills and Abilities

1. Sound knowledge of Market operations
2. Highly skilled and able to trouble shoot problems.
3. Ability to read, understand, follow, and enforce safety procedures
4. High professional ethics and integrity
5. Ability to work under pressure and deliver within timeframe

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.