**Terms of Reference (TOR) for Cleaner**

**1. Position Title:** Cleaner  
**2. Location:** Human Resource and Administration Division, Regional Office, Phuntsholing  
**3. Grade:** 19

**4. Employement Type:** Regular

**5. Purpose of the Position**

The Office Cleaner is responsible for ensuring that the office premises are maintained in a clean, hygienic, and orderly condition. This role is essential in creating a comfortable and professional work environment for employees and visitors.

**6. Key Responsibilities**

* **Daily Cleaning Duties:**
  + Sweep, mop, and vacuum floors.
  + Dust and wipe down furniture, workstations, and office equipment.
  + Empty trash bins and dispose of waste properly.
  + Clean and disinfect restrooms, replenish toiletries, and ensure proper hygiene.
* **Periodic Cleaning Duties:**
  + Deep clean carpets, windows, and office equipment as required.
  + Maintain cleanliness of kitchen/pantry areas, including washing dishes and ensuring hygiene standards.
  + Monitor and report any maintenance issues, such as leaking faucets or broken fixtures.
* **Stock Management:**
  + Keep track of cleaning supplies and report replenishment needs.
  + Ensure proper use and storage of cleaning materials and equipment.
* **Other Duties:**
  + Assist with setting up meeting rooms when required.
  + Perform additional cleaning tasks as assigned by management.

**7. Qualifications and Experience**

* Previous experience (minimum 1 year) as an office cleaner or in a similar role is preferred.
* Basic knowledge of cleaning materials, equipment, and best practices.
* Ability to work independently and efficiently.
* Good organizational and time management skills.
* Attention to detail and commitment to hygiene standards.

**8. Working Conditions**

* Work hours: 9 AM – 5:30 PM
* Physical demands: Requires standing, bending, and lifting light to moderate weights.
* Compliance with office safety and hygiene protocols.

**9. Reporting and Supervision**

The Office Cleaner will report directly to the Administration and HR Manager. Regular performance evaluations will be conducted to ensure quality service and adherence to assigned duties.

**10. Code of Conduct**

The Office Cleaner is expected to adhere to the organization’s policies, maintain confidentiality, and conduct duties with integrity and professionalism.