

JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services
Section:	HR & Administration
Location:	Tongatapu
Position:	Cleaner
Position Number:	MORC S-
Reports to:	Deputy CEO
Band:	S
Salary:	\$7,633 - \$11,449
Important Note: <i>"This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities"</i>	
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> To maintain a clean and orderly environment within the office premises, including the kitchen, bathrooms and meeting areas, and to support hospitality arrangements by preparing refreshments for official meetings and visiting stakeholders. This role contributes to the Ministry's professional image and promotes a healthy, efficient, and welcoming work environment.
Accountabilities / Outcomes	<ul style="list-style-type: none"> Ensure all office areas including bathrooms, kitchens, and meeting rooms are clean, hygienic, and well-maintained. Empty rubbish bins daily and ensure proper disposal and cleanliness around waste areas. Clean kitchen surfaces, appliances, and utensils regularly to maintain health standards. Prepare and serve refreshments for internal meetings and stakeholder visits as required Properly maintain cleaning tools and equipment, and report any issues for repair or replacement. Dust and wipe windows, benches, tables, and common surfaces regularly. Assist other team members and perform additional duties as assigned by supervisors Provide service in a respectful, pleasant, and professional manner at all times Complete all duties promptly and consistently throughout each working day Help ensure a clean and welcoming environment that results in minimal complaints and positive feedback.
Person's Specification	
Skills and Abilities	Mandatory;

	<ul style="list-style-type: none"> • Knowledge of cleaning procedures, tools, and materials for maintaining hygiene in office environments. • Ability to complete assigned tasks efficiently and on time without constant supervision • Ensures all areas, including hard-to-reach spots, are thoroughly cleaned and maintained. • Works well with others, takes initiative, and supports colleagues when needed. • Able to perform physically demanding tasks such as sweeping, mopping, lifting, and standing for long periods. • Maintains a respectful and pleasant attitude toward staff, visitors, and stakeholders. • Reliable, honest, and takes pride in delivering a clean and welcoming environment. • Willingness to take on additional tasks when required, including support for hospitality duties. • Understands and applies safe practices in the use of cleaning chemicals and equipment.
Minimum Requirement	Mandatory: <ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 • Exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (Basic literacy and numeracy skills will be required in the absence of Secondary School)
Authorised by (sign and date)	
CEO	Name: Mr. Michael Cokanasiga Signature:
Deputy CEO	Name: Ms. Sesilia Tangulu Signature:
Employee	VACANT