

Cleaner - General Logistics Support

Job Title	Cleaner		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Support		
Location		Direct Reports	
Reports To	Manager – Hub & LH	Version Number	1
External Relations		Guide Number	7064
Internal Relations		Job Code	

Basic Function

The position is expected to take care of the facility and carry out cleaning and maintenance duties. The goal is to keep our building in a clean and orderly condition. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc).
- Perform and adhere to document routine inspection and maintenance activities.
- Carry out heavy cleansing tasks and special projects.
- Notify management of occurring deficiencies or needs for repairs.
- Stock and maintain supply rooms related to cleaning.
- Checking of all trash/garbage being taken out of warehouse

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).

- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Initiative	Level 2
Teamwork	Level 2

Technical Competencie

Language Proficiency knowledge (Arabic)	Beginner
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Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

High / Middle School Certificate or Technical Courses, must have appropriate certification in their respective field or 1 year experience in their field .

Date Of Release

Prepared By:

Reviewed by:

Approved by:

Endorsed by:

Updated by:

Date:

Approved by:

Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:

Date: