

Tea Boy - Utilities Management

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|--------------------|---|----------------|------|
| Job Title | Tea Boy | | |
| Division | Human Resources and Administration Division | | |
| Department | Administration Department | | |
| Section | Utilities Management | | |
| Location | | Direct Reports | |
| Reports To | Facilities Manager | Version Number | 1 |
| External Relations | | Guide Number | 7018 |
| Internal Relations | All Departments | Job Code | |

Basic Function

Attending Company Managers and visitors, promptly providing water, tea, coffee and other needs.

KEY Responsibilities

Core

- Cleaning all offices designated by the Administration Manager and Supervisor.
- Responsible for the bottled water in the dispensers.
- Distribution of tea/coffee among the Managers and visitors.
- Maintain cleanliness of equipment and all the assigned areas.
- Requesting for the cafeteria and cleaning materials regularly.
- And other tasks assigned by the Admin Manager and supervisor

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
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

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

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| Initiative | Level 3 |
| Stress Management | Level 2 |

Technical Competencie

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| Language Proficiency knowledge (Arabic) | Beginner |
| Language Proficiency knowledge (English) | Beginner |

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

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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.

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