

Terms of Reference (TOR)

Position Title: Housekeeping (Office Assistant)

Institution: Model Institute of Technology (MIT), Bagbazar Kamaladi, Kathmandu

Job Type: Full-time

Required Number: 2

Reporting Line: Head of Operations and Outreach

1. Preferred Discipline Areas / Specialization:

Housekeeping and Facility Cleaning Services, Institutional Hygiene and Sanitation, Waste Management, Facility Maintenance Support, and Logistical Support within an educational or organizational environment.

2. Required Qualifications:

- SLC or equivalent educational qualification
- Basic knowledge of cleaning procedures, hygiene, and safety standards

3. Experience:

- Minimum of one (1) year of experience in housekeeping, cleaning, or facility support services
- Experience in an educational institution, office, hospital, or similar environment is preferred

4. Main Roles and Responsibilities:

R-1: General Cleaning and Maintenance:

- Maintain cleanliness and hygiene in classrooms, offices, restrooms, corridors, and common areas.
- Ensure proper daily waste management and disposal.
- Clean, arrange, and maintain furniture, equipment, and fixtures.
- Support in setting up rooms and halls for meetings, events, and institutional functions.
- Monitor & care for cleaning materials and request replenishment when required.
- Report maintenance issues, damages, or safety concerns to the concerned department.
- Maintain the cleanliness of outdoor areas such as walkways and gardens when assigned.

- Follow safety, sanitation, and hygiene guidelines while performing duties.
- Cooperate with administrative and support staff to maintain a neat and organized environment.
- Perform other housekeeping-related duties as assigned by the supervisor or management.
- Management of water for classrooms
- Assist with the preparation and serving of tea and coffee to visitors as required

R-2: Strategic and Administrative Support:

- Contribute to maintaining a professional, hygienic, and welcoming institutional environment.
- Assist in implementing cleanliness and maintenance plans aligned with institutional standards.
- Support the proper use and care of physical infrastructure and resources.
- Provide logistical support during institutional events, meetings, and outreach activities.
- Help monitor housekeeping supplies and report shortages for timely procurement.

R-3: Compliance and Reporting:

- Maintain accurate and timely records related to housekeeping activities.
- Submit daily work reports and incident reports as required.
- Assist with inventory and supply usage reporting.
- Provide feedback and suggestions to improve housekeeping services continuously.

R-4: Upholding Organizational Core Values:

- Uphold the organization's core values through integrity, transparency, honesty, and professionalism.
- Promote teamwork, respect, and inclusion among staff, students, and visitors.
- Follow institutional rules, policies, and procedures.
- Demonstrate commitment to learning, improvement, and excellence in all assigned tasks.

5. Working Base:

The position is primarily based at the MIT College, Kamladi. Duties are college-based, with occasional support required during institutional events or special assignments.

6. Skills and Abilities:

- Strong cleaning and hygiene skills
- Good time management and ability to work independently
- Attention to detail and commitment to cleanliness
- Ability to follow safety and sanitation standards
- Proper handling of cleaning tools and equipment
- Reliability, Punctuality, teamwork, flexibility, and a positive attitude

7. Additional Job Responsibilities:

The duties and responsibilities outlined above are not exhaustive. The role holder may be required to perform additional reasonable duties consistent with their skills and experience to support institutional operations.

8. Equal Opportunity Statement:

Model Institute of Technology (MIT) is an equal opportunity employer. The institution encourages applications from qualified individuals regardless of gender, ethnicity, religion, caste, disability, or background. All hiring decisions are based on merit, qualifications, and institutional needs. For more information about MIT, please visit: www.mitnepal.edu.np.