

## Terms of Reference:

### Elementary Service Providers (ESPs)

<b>Job Title:</b>	Elementary Service Providers (ESPs)
<b>Reports to:</b>	Respective Heads of KHPL
<b>Office:</b>	KHPL
<b>Job Summary:</b>	
Work as support staff and essential service provider under respective functions	
<b>Responsibilities:</b>	
<b>Daily Cleaning &amp; Maintenance</b> <ul style="list-style-type: none"><li>• Perform thorough cleaning of the office at the start of each working day.</li><li>• Ensure washrooms, drains, furniture surfaces, and cobwebs are regularly cleaned.</li><li>• Arranging indoor and outdoor plants, and ensuring they are watered and maintained</li><li>• Keeping entrances, lobbies, and walkways clean and clutter-free</li><li>• Beautification of office/guest house premises</li></ul>	
<b>Supplies Management</b> <ul style="list-style-type: none"><li>• Ensure constant availability of cleaning materials such as detergents, soap, bins, mops, brooms, and other necessary supplies.</li><li>• Raise requisitions to the concerned officer or supervisor when supplies are low or unavailable.</li><li>• Ensure sanitary items are stocked and properly placed at all times.</li></ul>	
<b>Asset &amp; Equipment Care</b> <ul style="list-style-type: none"><li>• Handle office equipment and assets responsibly, ensuring they are well-maintained and protected from damage.</li></ul>	
<b>Record Keeping &amp; Documentation</b> <ul style="list-style-type: none"><li>• Maintain organized records and assist in the documentation and filing of office correspondence and other administrative paperwork.</li></ul>	
<b>General Office Management</b> <ul style="list-style-type: none"><li>• Support overall office management tasks, including both administrative and housekeeping responsibilities, to ensure a clean, functional, and professional working environment.</li><li>• Any task assigned KHPL management.</li></ul>	

<b>Qualification, Key Skills, and Competencies:</b>	
<b>Qualification:</b> Minimum of Class VI passed	<b>Key Skills and Competencies:</b> <ul style="list-style-type: none"> <li>▪ Knowledge of proper methods for cleaning floors, windows, restrooms, and other surfaces.</li> <li>▪ Ability to operate tools like vacuum cleaners.</li> <li>▪ Filing, data entry, photocopying, scanning, etc.</li> <li>▪ Friendly and helpful attitude toward coworkers and visitors.</li> <li>▪ Handles sensitive information responsibly</li> </ul>