

iv. Cleaning Officer

QF Level	Job Title	Cleaning Officer
4	Job Descriptions	Leading staff to provide services and monitoring the service levels, performing human resource management and evaluating employee performance, performing employee training, quality management, executing the inventory control procedures, procurement, monitoring and improvement, controlling on cleanliness, performing environmental protection and improvement and risk management, emergency management, management of documentation, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	<b>Management of the Environment of a Property</b>			
	Crisis & Emergency Handling	Manage the crisis and emergency situations	110418L4	3
	Control on Cleanliness	Monitor and improve the conditions of cleanliness and management of risk	110430L4	3
	Environmental Protection	Monitor and manage environmental protections works and improve the conditions	110444L4	3
OS	<b>Property Management Services for Owners, Tenants &amp; the Community</b>			
	Records & Reports	Write management report, monitor the	110482L4	3

		documentation and records		
	Quality Management	Implement professional quality management and accreditation	110491L4	3
<b>FN</b>	<b>Finance and Asset Management relating to a Property</b>			
	Procurement & Tendering	Execute and monitor on the procurement and tendering matters	110579L4	3
	Inventory Control	Execute the inventory control procedures	110585L4	3
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Human Resources Planning, Recruitment and Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6
	Teamwork & Leadership	Lead the teams in the provision of quality services	110596L4	3
	Occupational Health & Safety	Manage risk assessment, occupational health and safety	110602L4	3
			<b>Total Credit:</b>	<b>33</b>