

**Place of Work:** General Section, High Court of Sikkim.

**Scope and General Purpose of Job:** Ensures cleanliness of all premises of High Court, Chief Justice's Residential Compound, Judges' Bungalows at VIP Colony, High Court Guest Houses and other areas as may be specified from time to time.

**Responsible to:** OSD/CO, General Section.

### **Key Responsibilities :-**

1. Cleanliness and upkeep of all premises of High Court, Chief Justice's Residential Compound, Judges' Bungalows at VIP Colony, High Court Guest Houses and other areas as may be specified from time to time.

- To ensure daily cleaning of court-rooms, all chambers, all offices, hallways, reception/waiting areas, and public waiting rooms.
- To ensure maintenance of cleanliness of outdoor areas, including entryways, gardens, and pathways.
- To ensure periodic cleaning of high-touch areas like doorknobs, railings, and switches.
- To ensure regular dusting and polishing of furnitures, fixtures, and fittings.
- To ensure regular sweeping, mopping, and vacuuming of all carpets and floors.
- To ensure regular cleaning of windows, curtains, glass panels, and partitions.
- To ensure all electrical units the electrical appliances/utilities, such as, AC Units, water filters, heating radiators, water heaters,

etc. are properly functioning and when required, are maintained at various intervals.

### 2. Management :-

- Ensuring cleanliness and hygiene standards are always maintained.
- Ensuring timely completion of daily tasks and responsibilities allocated to assigned employees.
- Maintaining attendance and discipline.
- Ensuring that dress code and individuals personal hygiene are duly maintained on all working hours.
- Endeavour should be made to establish and maintain Standard Operating Procedure for cleanliness and other allied works so as to augment efficiency and speed (especially during the period of urgency which may be due to various reasons).

### 3. Sanitization Measures :-

- Ensuring compliance with sanitization protocols to maintain hygiene.
- Ensuring washrooms are cleaned, sanitized frequently and also inspected at regular intervals; at least twice/thrice a day on all working days.
- To ensure refilling toiletries, hand-wash soap(s), hand sanitizers, and other hygiene essentials.
- To ensure proper disposal of waste and maintaining cleanliness around waste bins.
- To ensure frequent sanitization of court-rooms, washrooms, and public areas.

### 4. Arrangement and Organization :-

- Assisting in the arrangement of chairs, tables, and other furnitures in Court-rooms and meeting halls.
  - Ensuring proper placement of files, documents, and office supplies in specified locations.
5. Effective communication /coordination for maintenance support :-
- Collaboration with the administrative staff.
  - Close coordination with Administrators to address specific housekeeping requirements for special sessions, events, or official gatherings.
  - Report damages, malfunctions, or maintenance issues in the Court premises (e.g., electrical, plumbing, or furniture issues) to the appropriate section(s).
6. Support during events or sessions :-
- Providing assistance during Court sessions, meetings, or official events.
  - Ensuring all spaces are kept clean and presentable before and after any event(s).

### **Operational Responsibilities :-**

1. Inspection and Quality Control
  - Conduct regular inspections of Court-rooms, chambers, offices, and public areas to ensure they meet exceptional cleanliness standards.
  - Identify and address areas needing improvement, including deep cleaning or minor/major repair work(s).
2. Inventory and Resource Management :-
  - Maintain and manage an inventory of all supplies including cleaning, equipment(s), and other housekeeping materials.

- Raise requisitions for re-stocking of supplies and repairing/replacing damaged equipment(s).
- Ensure efficient use of resources to avoid wastage.

### 3 Adherence to High Court Standards :-

- Implement housekeeping protocols aligned with the High Court's dignity and operational requirements.
- Maintain confidentiality and ensure compliance with the Court's ethical standards.
- Adherence to Sikkim's eco-friendly policies by using bio-degradable and environmentally safe cleaning products.
- Follow eco-friendly practices, including proper waste segregation and disposal as per Sikkim's extant environmental policies.
- Maintaining a plastic-free zone within the premises.

### **Key Skills and Competencies :-**

- Knowledge of modern cleaning equipment(s), techniques and environmental-friendly cleaning products.
- Proficiency in English and Nepali (or other local languages) for clear communication with staff and officers.
- Basic computer skills to manage inventory and create periodic reports.
- Quick decision-making and troubleshooting skills to handle operational challenges, effectively.
- Ability to work as a team — in unison — with a feeling of commitment and allegiance towards one's work place.

The above list is merely indicative and not exhaustive.

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