

JAL VAYU VIHAR

SWEEPER : DUTIES & RESPONSIBILITIES

1. They are responsible to in charge Conservancy/Secretary Sweepers must attend the office in time in uniform and leave the office after completion of Working hours.
2. Manager will assign the job to the Sweepers on every day morning. Sweepers are responsible to update the day to day work to the Manager at the end of the day.
3. Sweeper is to clean the roads and removal of grass as assigned by the Manager/in-charge Conservancy.
4. Sweeper is to clean Akash Ganga, Akash Ganga premises along with bath rooms before and after the function also as and when needed which will be informed by the Manager/In-charge Akash Ganga.
5. In the same way sweeper is to clean the Steps and Roof on every Wednesday for the convenient of Flat residents.
6. Sweeper is responsible for the tools, keys which are handed over to them through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Concerned Sweeper.
7. Sweeper is to attend the office in uniform in time and leave the office after completion of office hours.
8. Sweeper should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
9. Working hours from 09.15 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
10. Sweeper is authorized to have one day leave in a month other than paid weekly off and paid public holidays. Incase if Sweeper is on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
11. Sweeper must clean the office by 09.30 am along with office wash room every day, for which she shall be paid Rs 500 along with salary as per the attendance.
12. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
13. Any other job assigned from time to time by the Board of Managers.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHOWA

