**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title :** Caretaker

1.2 **Position Level :** GSS-II (Fixed Term)

1.3 **Occupational Group :** Administrative & Technical

1.4 **College/OVC** : Gedu College of Business Studies

**2. GENERAL ROLES & RESPONSIBILITIES**

* 1. Opening and closure of buildings daily
  2. **Patrolling/monitoring the nearby hostels**
  3. **Receiving guests at the entrance whenever required**
  4. Upkeep of grounds and gardens on all sides
  5. Deal with all customers with courtesy and promptness at all times.
  6. Prevent unauthorized entry into the building.
  7. Register the particulars of all visitors whenever required
  8. Ensuring wash areas and toilet areas are regularly kept clean and tidy
  9. Record items burrowed and note down the time of borrowing
  10. Attend to all complaints lodged by the occupants
  11. Carry out any other tasks that may be assigned by the officer from time to time.

**3. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

* 1. **Education:** Cl-VI & above
  2. **Experience:** Experienced preferred
  3. **Knowledge, skills and abilities requirements**
     1. High level of knowledge in the area of responsibilities.
     2. Good inter-personal skills to garner support from relevant officials