

## **JOB DESCRIPTION**

**Name of the employee –**

**Designation – Office Assistant**

**Name of the Company –**

**Updated on –**

### **Duties**

1. Clean the Chairman's room, rest room and bathroom daily in the morning and evening.
2. Clean the Chairman's Secretary's room daily in the morning and evening.
3. Vacuum the carpet floor on Saturday.
4. Clean the board room daily, morning and evening.
5. Board room amenities need to be check every morning and provide the required.
6. Prepare the board room for daily meditation at 8.15 am.
7. Clean the upstairs wooden floor with a mop in the morning and evening.
8. Clean the Group CEO's room and bathroom daily in the morning and evening. Clean the wooden floor of the room with a mop.
9. Clean the Vice Chairman's room and bathroom in the morning and evening. Clean the wooden floor of the room with a mop.
10. Clean the HR Room in the evening
11. Clean upstairs doors and windows once a week.
12. Change bath towels, hand towels and rugs in the bathrooms once a week.
13. Always provide/refill soap, hand washing liquid, tissue etc. as required.
14. Serve tea, coffee and water to all the officers upstairs and downstairs including the Chairman in the morning and evening as required.
15. Serve tea, coffee and drinks to all the guests in the board room.
16. Preparation of milk rice in the morning for 'Kaputu Danaya'.
17. Wear the uniform and be ready at 8 am when the Chairman arrives at the office.
18. Maintain the upstairs pantry clean and proper.
19. Maintain an inventory of the items in the Chairman's rest room once a month.
20. Purchase the required items once a month or when the goods are finished.
21. It is required to do all the work Mrs. Kumuduni doing downstairs during her absence.
22. In case of emergency, should be reported for the duty on holidays if required.
23. A new face mask should be worn daily and it is mandatory to wear all times.

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**Signature of the employee**

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**Date**