

# Job Description



**Position Title:** HK-Associate  
**Reports To:** FE/HK Supervisor  
**Location:** Gujrat  
**Salary:** 11230/- in hand+ PF & ESIC  
**Salary Date:** 1st day of month  
**Job Type:** Full-Time, Permanent  
**Duty Hours:** 9 hours  
**Benefit:** Food & Accommodation  
**Contract Person:** **Rajesh Mondal- 7890220422**  
**Email Id:** **rajesh.mondal@sodexo.com**

## **Role Description:**

To maintain hygiene and cleanliness for allotted areas.

## **Key Responsibilities**

- Clean and maintain all areas assigned
- Collection and disposal of garbage
- Work area cleaning and sanitization
- Refilling of all consumables
- Use of appropriate cleaning equipment and chemicals
- Duties as scheduled for each work area
- Maintain high level of Safety and hygiene
- Respond and close all calls with regards to immediate assistance for cleaning
- Daily rounds of allocated area
- Well-groomed at all times
- Complying with all HSE requirements
- Ensuring the cleanliness and hygiene of allocated area
- Usage of appropriate cleaning agents and equipment.
- Completing work allotted within the defined time and frequency.
- Being well groomed
- Using appropriate PPE