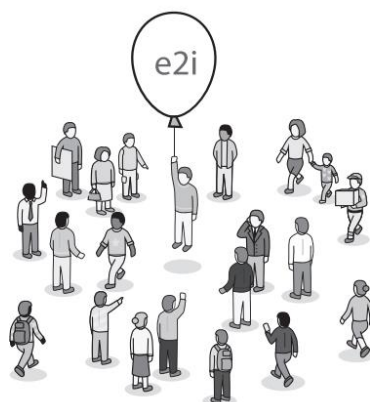


e2i Built Environment & Fresh Cleaning Facilities Management Job Fair @Yishun MRT

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 4 April 2024 (Thursday)
Time: 10am to 4pm



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Office Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Daily Vacuuming, mopping & sweeping the floors, washing of toilets, sinks, floor maps. Daily Cleaning all surfaces & switches, clearing of office rubbish bins. Cleaning of glass doors daily/ windows. To replenish toiletries (soap, toilet rolls etc). To inform when toiletries require restock. To carry out any other reasonable duties within the overall function of the job. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Part time/ Permanent jobs with various working hours and locations Refer below table for reference
<ul style="list-style-type: none"> Monday - Friday Monday - Friday Monday - Friday Thursday 	<ul style="list-style-type: none"> 12pm to 3pm @ Bugis 12pm to 6pm @ RAFFLES PLACE 9am to 11am @ DHOBY GHAUT 8:30am to 12:30pm @ Lavender 	
Office Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Daily Vacuuming, mopping & sweeping the floors, washing of toilets, sinks, floor maps. Daily Cleaning all surfaces & switches, clearing of office rubbish bins. Cleaning of glass doors daily/ windows. To replenish toiletries (soap, toilet rolls etc). To inform when toiletries require restock. To carry out any other reasonable duties within the overall function of the job. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Full time/ Permanent jobs with various working hours and locations Refer below table for reference
<ul style="list-style-type: none"> Monday - Friday Monday - Saturday Monday - Saturday 	<ul style="list-style-type: none"> 7am to 4pm @ Joo Koon 7:30am to 4:30pm (Mon-Fri), 7:30am to 11:30am (Sat) @ Clementi 8am to 5pm @ Kranji 	
Daycare Facility Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Daily Vacuuming, mopping & sweeping the floors, washing of toilets, sinks, floor maps. Daily Cleaning all surfaces & switches, clearing of office rubbish bins. Cleaning of glass doors daily/ windows To replenish toiletries (soap, toilet rolls etc) To inform when toiletries require restock. To carry out any other reasonable duties within the overall function of the job. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Monday - Friday 9am to 5pm Full time/ Permanent Locations – Toa Payoh

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Healthcare Faculty Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Cleaning of floor including sweeping and mopping, inpatient wards, common areas, corridors, toilets twice a day and as and when required. • Washing of toilets at least once a day or as and when required. • Wiping of tables/ counter tops once a day or as and when required. • Daily (at least once or twice daily) disinfection of high-touch surfaces, such as handrails, and doorknobs. • Clearing of rubbish bins at least twice a day or as and when required. • Daily changing of bedsheets and pillowcases. • Full wipe down of bed, furniture, fixtures and surroundings upon discharge of patients and prior to admittance of new patient. • Changing of bedside curtains at least once a month. • Daily wiping of occupied beds, tables, and surroundings. • Periodic cleaning of windows, wiping of aircon sets, and scrubbing of floors. • Daily sweeping of outdoor areas around building including carparks and driveway. • High pressure water jetting once a month @ car porch and car park zone. • Daily watering of outdoor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum requirement to have experience with healthcare sector will be a huge bonus. (For example, worked before in daycare centre/hospital/etc). • Minimum 2 years experience in the cleaning industry. • Works in a team & help one another. 	<ul style="list-style-type: none"> • 4 days' work week • 8am to 8pm • Full time/ Permanent • Locations – Jurong East
Housekeeping Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Cleans and maintains all guest rooms, kitchens, staircases and guest corridors as per set standards. • Responsible for removal and replenishment of all bedroom and bathroom linen and amenities as per set standards. • Maintaining records of room status giving details of vacant, occupied rooms, number of occupants, rooms blocked and sleepers. This information is sent to the Front Office at specified intervals highlighting scanty baggage, sleep outs, packed luggage information. • Responsible for maintaining all operating equipment in the guest rooms and in the storage area as per the safety standard. • Ensures that all inventory items are maintained at the set levels in their allocated areas. • Responsible for the safety of guests and their belongings maintaining guest satisfaction index at the set standard. • Responsible for the keys assigned during the shift, lost and found items. • Responsible for guest laundry to be brought to the department. • Ensures that all room defects, any broken and damaged items are brought to the notice of the Housekeeping Supervisor. • Any other duties as directed. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Experience with Hotel Housekeeping Competencies in IT System is an advantage. 	<ul style="list-style-type: none"> • 6 days' work week • 44 hours • Full time/ Permanent • Locations - CBD