

Vistari SEZ Limited - Job description

Job details	
Job title: Cleaner	Line Manager title: Administration Officer
Department: Corporate Services	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Cleaner maintains high standards of cleanliness, hygiene, and orderliness, ensuring a safe, efficient, and compliant working environment. S/he supports operations and continuity by performing routine and preventive cleaning of floors, equipment areas, washrooms, and common facilities in line with company housekeeping, 5S (Sort, Set in Order, Shine, Standardise, and Sustain) principles, and safety standards.	
Key roles and responsibilities	
General Cleaning & Housekeeping - Clean and maintain floors, corridors, offices, and rest areas as per approved schedules. - Sweep, mop, and dust all assigned areas including surroundings, storage racks, and passageways. - Collect, segregate, and dispose of waste materials in designated bins. - Maintain cleanliness of offices, washrooms, and other shared facilities. - Refill handwashing soap, tissue, and other hygiene supplies where necessary. Production Floor & Machine Area Cleaning - Perform cleaning of machine surroundings, lint traps, oil drips, and dust accumulation points during and after shifts. - Remove fiber, dust, and waste materials from under and around machines without disrupting operations. - Assist during shift changeovers to ensure workstations are cleared and ready for incoming teams. - Clean trolleys, material handling equipment, and collection bins regularly. - Notify the Line Manager and Production Supervisors of any oil leaks, floor hazards, or unsafe conditions detected while cleaning. Waste Management & Hygiene Compliance - Follow waste segregation guidelines for fabric waste, paper, plastic, and chemical-contaminated materials. - Ensure waste bins are emptied, cleaned, and properly labelled in line with approved schedules. - Support environmental and hygiene audits by maintaining required cleanliness records. - Handle cleaning agents, detergents, and disinfectants safely and according to safety data sheets (MSDS). Safety & 5S Standards - Comply with health and safety procedures and wear required personal protective equipment (PPE). - Report any accidents, spills, or unsafe conditions immediately to the Supervisor. - Support 5S activities by maintaining orderliness. - Participate in scheduled housekeeping inspections and contribute to continuous improvement in workplace hygiene. Shift & Team Responsibilities - Perform assigned cleaning duties during allocated hours (day, evening, or night). - Coordinate with maintenance and production teams to schedule cleaning during equipment downtime. - Ensure proper handover of cleaning duties to next-shift cleaners. - Assist in special cleaning assignments (e.g., pre-inspection cleaning, plant shutdown, or deep-cleaning days). Compliance with Vistari's Corporate Systems - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.	

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- Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
- Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
- Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
- Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications + Work experience

- KCSE Certificate or equivalent.
- Prior experience of one (1) to two (2) years, preferably in an industrial, textile, or manufacturing set up.
- Basic understanding of workplace hygiene, safety procedures, and handling of cleaning materials.
- Training in Occupational Health & Safety or 5S is an added advantage.

Technical skills and behavioural competencies

- **Attention to Detail:** Maintains cleanliness and hygiene standards consistently.
- **Safety Awareness:** Understands basic occupational safety requirements.
- **Reliability & Discipline:** Adheres to cleaning schedules and shift routines.
- **Teamwork:** Works effectively with other teams and colleagues.
- **Physical Fitness:** Able to perform cleaning tasks that require standing, bending, or lifting.
- **Communication:** Reports hazards, maintenance issues, and completion of tasks clearly.
- **Values and work ethic:** High integrity and transparency, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: