

	T.C. FIRAT UNIVERSITY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Continually Worker/ Cleaning Staff
	NAME SURNAME	Macit CANPOLAT

JOB DESCRIPTION

To fulfil the works and transactions for which he/she is responsible within the framework of the powers required by his/her title in accordance with the law and other legislative regulations; to perform essential and continuous public services carried out according to the principles of general administration.

DUTIES, POWERS AND RESPONSIBILITIES

1. To ensure that the rooms, classrooms, offices, halls, etc. inside the building and the environment are cleaned.
2. To take care of landscaping.
3. To prepare invitations and posters for conferences, congresses, panels, etc. organised within the faculty, to distribute them to the relevant places and to carry out the procedures that require follow-up.
4. To follow the heating and lighting processes of buildings and facilities.
5. Hanging announcements and notices on the Dean's Office boards and following the procedures.
6. To ensure the smooth flow of daily cleaning follow-up charts.
7. To carry out other works and procedures given by the senior manager / managers to whom he / she is affiliated.

QUALIFICATIONS REQUIRED BY THE TASK

- To have the conditions specified in the Civil Servants Law No. 657.
- To have the necessary decision-making and problem-solving qualifications to carry out the activities in the best way.

LEGAL BASIS

- Law No. 657 on Civil Servants