



NAKHLAH

Educational House For Islamic Grooming

Job Title: Maid

Roles and Responsibilities

1. Responsible for vigilance at morning time to ensure that students reach safely to their respective classes.
2. Responsible for dusting, sweeping and mopping of classrooms, corridors, play area and offices.
3. Responsible for vigilance during break and home time.
4. Responsible to collect student pick up cards at home time duties.
5. Responsible to collect and distribute diaries.
6. Any other duty assigned by Administration Officer.

Knowledge and Skills Requirement

- 1) Ability to read, write and understand.
- 2) Organized and work quickly.
- 3) Can handle tasks independently.

Experience

At least 1 year of experience in similar capacity.

Educational Qualification

Minimum Middle