



Job Description of DISINFECTION EXPERT

Job Title:	Disinfection Executive	Job Category:	GGP-DE
Client Name:		Job Code/ Req#:	GGP/Ops/DE
Work Location:		Travel Required:	No
HR Contact:	9999025700	Position Type:	Fulltime
Work Location Address:			
GGP Line Manager:			
GGP Contact:			

Brief on Work Location

Highlight

- I. Corporate office of 35-40 employees
- II. Sensitive electronics- Server room, desktops etc. Need sensitive fogging
- III. Entrance door to be manned by DE and checks at entry
- IV. Manage and provide PPEs to every stake holder in premises

Job Description

Role and Responsibilities

1-Fogging-

- a. Disinfect indoor spaces and surfaces with ULV Cold Fogger atleast once a day
- b. Disinfect office cars using Mini Fogger (once a day)

2- Frequently Touched Areas (FTA) management

- a. Wiping of identified spots every 2 hours using Netbioken DSAM solution and microfibers
- b. Focused fogging on FTA during daily disinfection using foggers

3- Inventory Management

- a. Stocking and management of GGP consumables and GGP machines
- b. Timely replenishment of consumables
- c. Cleaning and servicing of respective machines on daily basis
- d. Ensuring every working desk has a bottle of sanitiser

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4- Monitoring and influencing human behavior wrt social distancing and microbial transmission hygiene

a. Observing behavior and habits of all stakeholders and raising concerns on realtime basis to GGP and site incharge

b. Provide PPEs to every stake holder in premise

5- Washroom management

a. Mist spraying using Manual Sprayer/Mist Blower every two hours

b. DE will supervise housekeeping cleaners with desired levels of cleaning for washrooms

6- Manning the office entrance to screen entrants wrt -

a. Every person must wear shoes cover inside office

b. Validate body temperature of every one entering the office and alarm abnormality

c. Provide disposable face mask, hand gloves, shoe covers and head covers for visitors at entrance

Experience:

3+ years of work experience in working for a corporate sector as pantry boy, housekeeper or a security personnel.

Remarks :-

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	
Employee Signature:			
Employee Name:			