

 <b>FIRAT ÜNİVERSİTESİ</b> <b>FIRAT UNIVERSITY</b>	<b>PERMANENT WORKER</b>	<b>Document No.</b>	<b>KYS-GRV-053</b>
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<b>JOB TITLE</b>	Permanent Worker
<b>TITLE AFFILIATED</b>	Institution Manager
<b>JOB DESCRIPTION</b>  <p>To carry out the work and transactions for which he/she is responsible within the framework of the authorities required by his/her title, in accordance with the law and other legislative regulations; to fulfill the duties and responsibilities that are auxiliary to the main services.</p>	
<b>DUTIES, AUTHORITIES AND RESPONSIBILITIES</b>  <ul style="list-style-type: none"> <li>• To perform daily cleaning of all offices</li> <li>• To ensure general order and tidiness for the smooth operation of the operation</li> <li>• To welcome and guide unit visitors</li> <li>• To serve refreshments to incoming guests and employees</li> <li>• To collect solid waste and recycling materials regularly</li> <li>• To check and renew necessary materials by cleaning toilets and sinks daily</li> <li>• To check the area of responsibility at the end of the shift and turn off open taps and electricity</li> <li>• To assist other personnel to ensure that services are carried out effectively and efficiently</li> <li>• To perform similar tasks assigned by their superiors</li> </ul>	
<b>QUALIFICATIONS REQUIRED FOR THE JOB</b>  <ul style="list-style-type: none"> <li>• To meet the requirements specified in the Civil Servants Law No. 657</li> <li>• To meet the qualifications required by the administration in cases where auxiliary services can be provided to third parties through tender</li> </ul>	
<b>LEGAL BASIS</b>  <ul style="list-style-type: none"> <li>• Civil Servants Law No. 657,</li> </ul>	