



Palau National Communications Corporation
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 Web: www.pnccpalau.com

*It is the policy of Palau National Communications Corporation (PNCC) that qualified Republic of Palau Citizens be given **EQUAL EMPLOYMENT OPPORTUNITY** for employment consideration, with other country nationals utilized in positions for which qualified Republic of Palau Citizens are not available.*

Open Date: APRIL 20, 2026		Close Date: MAY 01, 2026	
Position Title	CUSTODIAN “FULL TIME CONTRACTUAL EMPLOYMENT”		
Salary Range	Commensurate with Experience		

KEY DUTIES AND RESPONSIBILITIES:

1. Follow a Regular Cleaning Schedule for the following PNCC Sites; Airai HQ inclusive of Warehouse (HQ), Koror Business Office (KBO) and Meyuns Earth Station (ITMC) and other areas as deemed by PNCC. Cleaning schedules to be advised by Supervisor.
 - a. Requirements of Regular Cleaning Schedule:
 - i. Floors:
 1. Tiled areas need complete sweeping
 2. Carpeted areas need complete vacuuming
 - ii. Walls:
 1. Dusting and cleaning of switch/outlet covers and baseboards
 2. Ceiling to floor dusting, where able
 - iii. Furnishing & Equipment:
 1. Polishing office tables (workstations excluded)
 2. Polishing counters, pantry tops, common work areas
 - iv. Doors & Windows:
 1. Dusting and wiping down
 2. Washing
 - v. Staircases:
 1. Sweeping
 2. Wet/Dry Mopping
 - vi. Garbage Collection & Disposal:
 1. Empty waste baskets
 2. Store/Dispose collected garbage in Main Trash Receptacle
 - vii. Walkways & Main Entrance:
 1. Sweeping

2. Wet/Dry Mopping

viii. Restrooms & Pantries/Kitchen/Lounge:

1. Scrubbing sinks, toilets, urinals, stovetops and appliances
2. Wash or wipe down counter tops, cabinets, appliances and fixtures
3. Wet/Dry mopping of floors and tiled surfaces
4. Clean mirrors, pantries, etc.
5. Sanitize all areas

b. Required to be performed weekly (minimum once a week):

- i. Scrubbing tiled floors
- ii. Vacuuming sofas and other furniture
- iii. Scrubbing staircases
- iv. Replace trash bags (use discretion)
- v. Scrub and disinfect walkways and main entrance
- vi. Collect and dispose trash in receptacles (use discretion)

c. Required to be performed monthly or per request:

- i. Waxing or Polishing floors (except Switch Room)

d. Required to be performed On-Demand:

- i. Shampooing carpet
- ii. Waxing or Polishing Switch Room floors

2. A Monthly Cleaning must be scheduled for specific services as listed herein.
3. Taking daily inventory of cleaning supplies and to advise Supervisor for ordering needed supplies and equipment.
4. Alerting Supervisor of any damaged to property and facilities, emergencies, criminal or unusual circumstances.
5. Provide reports and recommendations, as applicable.
6. Apply PNCC Personnel Rules & Regulations, as applicable.

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent preferred, or at least one (1) year of progressive experience in the care and cleaning of buildings. Knowledge of standard methods, practices, tools, and equipment of the janitorial service. Good command of spoken and written English and Palauan languages

LICENSES AND OTHER REQUIREMENTS:

- Valid Republic of Palau Driver's License

HOW TO APPLY:

EMPLOYMENT APPLICATION FORMS ARE AVAILABLE AT THE PNCC HUMAN RESOURCES OFFICE LOCATED IN NGERUSAR, AIRAI STATE AND THE PNCC KOROR BUSINESS OFFICE (KBO) LOCATED IN DOWNTOWN KOROR ACROSS FORMER PALAU NATIONAL CONGRESS BUILDING OR SEND RESUMES TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES OFFICE
PALAU NATIONAL COMMUNICATIONS CORPORATION
P.O. BOX 99 – ONE AIRPORT ROAD
KOROR, REPUBLIC OF PALAU 96940
EMAIL: mchin@pnccpalau.com