



SULEYMAN DEMIREL UNIVERSITY
Department of Student Affairs

JOB DESCRIPTION

Document Number	GT-020
First Release Date	02.09.2021
Revision Date	05.04.2022
Revision Number	001
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Name Surname	Hacer GÜNGÖR
Position	Permanent Worker
Unit	Section of Support Services
Substitute	The Head of Department decides the substitute in case of absence/leave
Level of Education Required	To be at least primary school graduate
Duties and Responsibilities	<ol style="list-style-type: none">1. Cleaning up the offices, department of student affairs building and its surroundings properly and periodically,2. Preparing and distributing tea, coffee and other beverages,3. Transporting documents and files to the relevant places, properly,4. Assisting in the Department of Student Affairs' staff to ensure that the services are carried out effectively and efficiently,5. Keeping the tools, materials and goods, delivered to herself, ready for use at all times by realizing taking good care of,6. Sweeping and mopping of study rooms and common areas including the main entrance of indoor spaces,7. Assisting with loading, unloading and carrying of goods or loads like materials, fixtures, machinery equipment etc.8. Complying with the Quality Policy of the Department,9. Being responsible to the Head of Department and supervisor in timely fulfillment of her duties,10. Ensuring to provide the services in the unit effectively, efficiently and quickly,11. Taking necessary measures to protect the all office machines and fixtures under her responsibility against any kind of damage and ensuring economically proper use of all kinds of materials, tools and equipment,12. Carrying out other works and transactions given by the Head of Department.

Approving Superior

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Emrah GÜLCEMAL
Head of Department

I have read the job description given in this document. I agree to fulfill my duty within the description above.

Permanent Worker Hacer GÜNGÖR

Prepared by	Controlled by	Approved by
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