

## (3) Mapping of UoCs for Operation Officer / Supervisor (Cleaning)

| QF Level | Job Title        | Operation Officer / Supervisor (Cleaning)   |             |             |
|----------|------------------|---|-------------|-------------|
| 4        | Job Descriptions | Monitor the performance of cleaning staff, conduct manpower planning, staff training to ensure standards and procedures are complied with the cleaning work of a building, monitor cleansing materials and its stocks, etc. |             |             |
|          |                  | Name of the Specification of Competency Standards, UoCs   | Code        | Credits     |
|          |                  | Manage emergency situations   | PMZZEM402A* | 3           |
|          |                  | Monitor and improve the conditions of cleanliness of a building   | PMZZEM404A  | 1.5         |
|          |                  | Manpower planning and training for staff within the property managed  | PMZZHR401A* | 6           |
|          |                  | Lead the team in the provision of quality property management service   | PMZZHR402A* | 3           |
|          |                  | Occupational safety and health management in a property management environment  | PMZZHR403A* | 3           |
|          |                  | <b>Total</b>  |             | <b>16.5</b> |
|          |                  | <b>Proposed new areas for formulating new UoCs:</b>   |             |             |
|          |                  | ➤ Monitor the storage of cleansing materials and the maintenance of cleansing machine.  |             |             |

**Remarks:** \*The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.