

DATABASE FOR TEMPORARY CLEANER-HOUSEKEEPING

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: CLEANER-HOUSEKEEPING X3 (TEMP)
PAY GRADE: ICS1
REFERENCE NUMBER: NICDCDC0519/001/03

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition.

Key Job Responsibilities

- Clean the different venues/ offices/ rooms/ kitchens/ laboratories/ hallways and stairs on a daily basis to ensure a clean and hygienic condition
- Responsible for vacuuming carpeted areas and spot cleaning carpets
- Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards and shelves
- Sweeping and mopping of floors
- Wash dishes in the kitchen. Replenish kitchen supplies and wash/ clean fridges
- Empty waste bins and take waste to designated areas
- Clean toilets, urinals, hand basins, sinks, showers, etc. to ensure hygienic toilet facilities
- Replenish consumables items (Soap/ toilets rolls/ paper towels) and ensure that stock is always available
- Set up tables/ chairs and equipment for events as needed
- Follow health and safety regulations and use chemicals as directed
- Report deficiencies or needs to the coordinator.

Minimum requirements and Key Competency

- Grade 10
- 1 month on the job training
- Knowledge of health and safety
- Basic understanding of health and safety
- Knowledge of cleaning machinery/ cleaning materials and chemicals
- Cleaning of high windows
- Application of various cleaning procedures (e.g. wax)
- Strong interpersonal skills
- Attention to detail
- Communication skills
- Time management.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to Recruiter1@nicd.ac.za.