



POST	CLEANER
REFERENCE NO.	HRREC008/2022
TYPE OF POSITION	TEMPORARY (12 MONTHS)
CENTRE	PRETORIA

REQUIREMENTS

Grade 12, and at least one (01) year experience in a cleaning Environment.

KNOWLEDGE, SKILLS AND ATTRIBUTE

Safety Cleaning, Time Management, Basic Organising Skills, Reading, Honest, Adequate friendliness, Consistency and Attentiveness, Attention to details, Customer focused, Confidentiality, Professionalism, Reliability.

KEY DUTIES AND RESPONSIBILITIES

- Emptying waste bins or similar receptacles and disposing them at designated collection points.
- Sweeping, mopping and vacuuming floors.
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external sills .and external surfaces of cupboards and shelves.
- Cleans and disinfects sinks, countertops.
- Wash dishes in all NAMC kitchens and clean their floors
- Overall cleaning and maintenance of the kitchens and offices.
- Preparation of boardrooms for meetings.
- Preparing refreshments such as tea, coffee for Management and NAMC guests.
- Buying NAMC monthly groceries.

To apply for the position, please forward the relevant Job Application Form which is available in our website to hrrecruitment@namc.co.za closing date: **12 August 2022**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.