

Job Title:	Cleaner
Type of Position	3 Months Fixed Contract
Reporting to	Human Capital Practitioner
Based:	Pretoria
Reference No:	HRREC005/24

QUALIFICATION AND EXPERIENCE:

- Grade 12,
- 01 Year Experience in Cleaning Environment.

KNOWLEDGE AND SKILLS

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

KEY DUTIES AND RESPONSIBILITIES

1. Daily Activities

- Empty refuse bins in the kitchens and in the offices where necessary.
- Wiping and sweeping under and around seats and tables.
- Serve tea for managers.
- Clean and disinfects sinks, countertops.
- Prepare boardrooms for meetings.
- Make tea for visitors/meetings and prepare for lunch during meetings and other NAMC events.
- Wash dishes in all kitchens and floors.

2. Weekly Activities

- Vacuum all offices.
- Wash glass doors, mirrors and dust wall pictures every week.
- Dusting of hard surfaces.
- Clean inside and outside cupboards; fridges and micro-ovens.

- Remove unwanted stuff from the fridges.
- Water and dust plants.
- Ensure that all cleaning equipment are fully functional and kept clean.
- Clean water coolers.
- Ensuring that furniture is properly organized after cleaning.
- Telephone, keyboards and computer screen cleaning.

3. Monthly Activities

- Spot cleaning of carpets once every month.
- Wash walls where necessary.
- Monitor the use and availability of cleaning chemicals.
- Clean empty offices before new employees occupy them where necessary.
- Wash/polish/dust the grocery store and safe.
- Office grocery shopping every month-(arrange with the driver in time).

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **11 June 2024 @16H00**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.