SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

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BUILT ENVIRONMENT DEPARTMENT

CLEANING SECTION

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Cleaner (54 posts)

(12 months fixed-term contract appointment)

Ref: 113/2023/KM/P16

The University is looking for energetic individuals who will take pride in cleanliness and be responsible for the overall general cleaning duties and any other related functions. The incumbent reports to the Head of Department (HOD): Campus Cleaning, and will furthermore meet the requirements and competencies and be responsible for the key performance areas listed below.

REQUIREMENTS

- Grade 10/ Standard 8
- Grade 12 qualification will be advantageous
- At least two (2) years' working experience as a Cleaner in a similar environment
- Experience and knowledge relating to the use of cleaning equipment, chemicals and substances
- Knowledge and awareness of health and safety regulations and procedures related to cleaning

COMPETENCIES

- Knowledge of cleaning best practices
- Punctual, reliable and trustworthy
- Able to manage time effectively
- Good communication and interpersonal skills
- Client service orientation
- A team player
- Able to work both alone and in a team
- Reading skills for following instructions
- Computer literacy
- Attention to detail
- A reasonable level of fitness
- Good personal hygiene
- Honest and ability to keep to timelines

Final

KEY PERFORMANCE AREAS

- Cleaning the University premises according to schedule and standards
- Emptying and cleaning bins regularly as per standard
- Ensure removal of refuse from allocated areas
- Maintaining a clean and hygienic kitchen (clean kitchens, fridges and staff dining areas)
- Vacuum and wash floors
- Ensure windows are clean at all times
- Clean walls and staircases
- Clean and disinfect kitchen, toilet and bathroom fixtures and replenishing consumables
- Tidy and clean areas after meetings and/or events, sanitize, disinfect, and wash floors, lifts, deep clean etc.
- Spot cleaning of spillages
- Stock control and monitoring for all chemicals and material used
- Identify, and report maintenance and/or occupational health and safety issues in need of repair or replacement to Management
- Ensure compliance with SHE policies and procedures
- Assist in other areas when required and to attend to all reasonable requests made by management
- Perform any other duties assigned by the Line Manager
- Foster a positive work environment that encourages growth, collaboration, and teamwork and actively improve institutional culture
- Available for weekend and afterhours work

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Closing date: 13 December 2023

Applications from Employment Agency will not be considered.

Typed applications **(quoting the reference number)** which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr K Mothabela.

THE APPLICATIONS MUST BE POSTED OR HAND DELIVERED TO (PLACE IN AN APPLICATION BOX):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4433

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

The Star, 24 November 2023

Final