

**HYGIENE OFFICER (CLEANER)
FIXED-TERM CONTRACT
R6 000 PER MONTH
Ref: AgriS0204/2022**

DESIGNATION	Hygiene Officer (Cleaner)
Reporting to	Manager: Human Resources
Division	Corporate Services
Business Unit	Human Resources Management
Office Location	Head Office: Pretoria- Arcadia

JOB PURPOSE	To ensure AgriSETA offices and common areas are kept clean and hygienic in line with the Cleaning Schedule under Facilities Management.
ROLE CONTEXT	Cleaning AgriSETA offices, boardrooms, common areas and supplying refreshments at meetings as directed.

KEY PERFORMANCE AREAS

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FLOOR MAINTENANCE	<ul style="list-style-type: none"> • <u>Ceramic Tiles</u>: Sweep and damp mop daily • <u>All staircase</u>: sweep and damp • <u>Carpets</u>: Vacuum weekly
FURNITURE AND DETAILED CLEANING	<ul style="list-style-type: none"> • <u>Desks/Tables</u>: Dust daily, polish twice weekly • <u>Cupboard Exteriors</u>: Dust and damp wipe weekly • <u>Pictures</u>: Dust and damp wipe weekly • <u>Skirting Boards</u>: Dust and damp wipe weekly • <u>Chairs/Upholstery</u>: Dust/vacuum as necessary and damp wipe weekly • <u>Windowsills</u>: Dust and damp wipe weekly • <u>Glass partitions and Doors</u>: Spot clean daily, polish weekly • <u>Blinds</u>: Dust and damp wipe monthly • <u>Walls</u>: Spot clean daily • <u>Telephones/Photocopies machines</u>: Dust and damp wipe weekly • <u>Dustbins</u>: Empty and wipe daily
KITCHENS	<ul style="list-style-type: none"> • <u>Equipment</u>: Damp wipe daily • <u>Fridge</u>: Spot clean daily, defrost monthly

	<ul style="list-style-type: none"> • <u>Cupboards</u>: Spot clean exterior daily, wash interior weekly • <u>Crockery</u>: Collect and wash during the day as necessary • <u>Tea/Coffee etc.</u>: Make sure that refreshments are always available and that there is sufficient stock • Conduct a monthly stock take of groceries, cleaning materials and cutlery
BATHROOMS	<ul style="list-style-type: none"> • <u>Toilets</u>: Clean and sanitize twice per day and spot clean during the day • <u>Basins</u>: Clean and sanitize twice per day and spot clean during the day
MEETINGS	<ul style="list-style-type: none"> • Ensure that Boardrooms are set up with water jugs and glasses for meetings • Refill when necessary • Prepare tea/coffee/refreshments on request • Clean up after meetings and wash dishes

REQUIREMENTS

INTERNAL CONTACTS	All AgriSETA employees and their respective divisions
MINIMUM QUALIFICATIONS AND EXPERIENCE	Grade 12 or any equivalent qualifications 6 – 12 months related experience
REQUIRED COMPETENCIES	Ability to communicate at all levels Ability to work under pressure Attentive to Detail Time Management Team Player Professionalism Reliable

Employment Period: Contract end 31 March 2022

An updated CV with a covering letter including certificates should be forwarded to Recruitment@agriseta.co.za

Closing date: 22 February 2022 at 16h30

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing.
AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.