

Advert reference number: CW025

General Assistants (x5)

Main purpose of the job

To maintain a safe and clean working environment and to provide office support and refreshments at specified times.

Location

- 1 x Hatfield (Tshwane)
- 1 x Yeoville (Johanneburg)
- 3 x Hillbrow (Johannesburg)

Key performance areas:

- Empty all waste bins daily.
- Stock bathrooms with relevant supplies.
- Dust office furniture and equipment (telephones, light switches, sockets and skirting, computers, white boards).
- Polish office furniture.
- Sweep and mop assigned floors.
- Comply with relevant health and safety policies.
- Safely store cleaning materials.
- Monitor the usage and stock levels of site groceries, consumables and supplies.
- Report any defects to management to ensure health and safety procedures are followed and to enable repairs to be carried out.
- Report anything in need of ordering/procurement, repair or replacement to management.
- Perform any other tasks as per duty roster.
- Setup crockery and refreshments in relevant venues at scheduled times.
- Tidy and clean areas after meetings and/or events.
- Wash crockery and pack it away neatly.
- Report anything in need of ordering/procurement, repair or replacement to management.
- Take ownership and accountability for tasks and demonstrate effective self management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.

- Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

- Grade 08 (basic numeracy and literacy)

Required minimum work experience

- Minimum 6 months experience in office cleaning.

Desirable additional education, work experience and personal abilities

- Able to work independently and manage time.
- Able to work with minimum supervision.
- Sound customer and service orientation.
- Friendly, helpful and professional.
- Self-motivated with a high regard for work ethic, values and integrity

Should you be interested in applying for this vacancy, please send a detailed CV to: **Carol Willemse** at **vacancy2@wrhi.ac.za**

The closing date for the vacancy is 14 June 2019