Advert reference number: CW034

General Assistants (x3) – Key Population Transgender

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 Cape Town
1 x Port Elizabeth
1 x Braamfontein

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, whiteboards).
- 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 8 August 2019*