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| JOB DESCRIPTION |
| **A: POST DETAILS** |
| **1. JOB TITLE** | Housekeeping |
| **2. INCUMBENT/EMPLOYEE** |  | **3. SALARY LEVEL** | 2 |
| **4. CORE** *(for office use)* |  |
| **5. BRANCH** | Heritage Promotion and Preservation |
| **6. CHIEF DIRECTORATE** | National Archives and Libraries |
| **7. DIRECTORATE** | Archives Service |
| **8. SUB-DIRECTORATE/ DIVISION** | Admin & Coordination |
| **9. LOCATION / CENTRE** | Pretoria | **10. DATE COMPILED/ REVIEWED** |  |
| **11. POST REPORT TO** | Assistant Director |
| **B: JOB DETAILS** |
| **1. PURPOSE OF THE JOB** *(overall responsibility/why the job exists in a sentence or two)*Cleaning of the premises |

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| 1. **MAIN FUNCTIONS OF THE JOB** *(must be in priority order and not exceed six)*
 | **Percentage of time** **spent** 100% |
| **Key Result Areas** | **Key Activities** |
| **1. Cleaning of offices**  | * Dusting of furniture daily
* Sweeping and mopping of the floors daily
* Emptying of the dustbins and disposing of domestic twice a day
* Cleaning and dusting of window seals and door vents daily
* Cleaning of the windows inside once a month
* Scrubbing and sealing of the floor once a month
* Identify and economically use the correct cleaning material and wear protective clothing at all times.
* Sanitise and disinfect the office door handles, furniture and equipment daily
* Sanitise and disinfect furniture after the meetings.
 | 25% |
| **2. Cleaning of corridors/passages and stairs,**  | * Sweeping and mopping of the floors daily
* Scrubbing and sealing the floors once a month
* Cleaning and dusting of window seals and glass doors daily
* Cleaning of the windows inside once a month
* Cleaning of steps and rails daily.
* Identify and economically use the correct cleaning material and wear protective clothing at all times.
 | 25% |
| **3. Cleaning of toilets** | * Cleaning and disinfecting of the hand basin, Toilet cisterns and surrounding area
* Sweeping, Scrubbing/mopping of the floors daily
* Checking and replacing toilet papers three times a day and as and when required.
* Checking and refilling hand soap daily.
* Identify and economically use the correct cleaning material and wear protective clothing at all times.
* Report faulty toilets, sinks and drain to supervisor or to the relevant officials.
* Sanitise and disinfect the toilets, morrows, basins, taps and door handles daily
 | 25% |
| **4. Cleaning of strong rooms** | * Sweeping and mopping with water only on the floors twice a month.
* Dusting the shelves and documents twice a week
* Security to be advised when cleaning is done so that the strong room can be locked
* Wear hand gloves and mouth masks when cleaning strongrooms at all times
* Sanitise the strong room doors twice a day and on request
 | 10% |
| **6. Cleaning of kitchen** | * Sweeping and mopping of the floors daily
* Emptying of the dustbins and disposing of domestic twice a day
* Cleaning and dusting of window seals and door vents daily
* Cleaning of the windows inside once a month
* Scrubbing and sealing of the floor once a month
* Identify and economically use the correct cleaning material and wear protective clothing at all times.
* Sanitise and disinfect the kitchen appliances and taps daily
* Cleaning and disinfecting of cupboards and counters daily
* Refilling of dishwashing liquid replacement of disposable handtowels
* Washing of dishcloths
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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Abet Level
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| **Additional Requirements** | * Knowledge of operating the cleaning equipment
* Knowledge of the procedures to ensure that the premises are cleaned.
* Knowledge and prescripts for the correct utilisation of the cleaning chemicals.
* Ability to read and write.
* Good communication and interpersonal relations.
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| **Experience** | * At least 2 years cleaning experience
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| 1. **COMPETENCY REQUIREMENTS** *(Knowledge and proficiencies required in the execution of the key responsibilities of the job)*
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| **Competencies/Skills/Knowledge** | **Personal Attributes** *(e.g. ability to work as a team)* |
| * Job knowledge
* Action orientation
* Oral communication
* Quality of work
* Knowledge of operating cleaning equipment
* Knowledge of differentiating cleaning materials
 | * Personal motivation
* Interpersonal relationship
* Flexibility
* Team work
* Acceptance of responsibility
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| **5. CAREER PATH** *(Requirements for promotion)* |
| * No automatic promotion. Apply for the advertised position.
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| **C. CUSTOMERS / STAKEHOLDERS** |
| **Internal** *(e.g. Colleagues, Senior Managers, etc.)* | **External** *(e.g. other Departments, Service Providers, etc.)* |
| Colleagues  | Visitors at NARSSA |
| Senior managers | Researchers |
|  | Service providers |

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| *(Reporting Relationships)* e.g Assistant Director Senior Forman **This Job (Cleaner)**  |

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| **D: PERFORMANCE AGREEMENT** |
| The performance agreement of the incumbent, which contains a workplan and specific targets, should be read as an extention of this job description |

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| E: ALTERATIONS |
| In terms of the provisions of Chapter 4 Part 1, 39 (2) of the Public Service Regulations 2016 as amended, at least once every 60 calendar months (5 years), an executing authority or his/her nominee shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate. However, as soon as significant changes (i.e. where new or additional responsibilities are added to the job, shed off etc, this does not relate to the volume of work in anyway) to the job content have been effected and after due consultation with the relevant HR component and the post holder, the job description may be reviewed. |

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| F: JOB DESCRIPTION AGREEMENT |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2020/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2020/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |