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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | HOUSEKEEPER-FACILITIES MANAGEMENT (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | SUPPLY CHAIN MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | ADMIN OFFICER: FACILITIES MANAGEMENT (DISTRICT) |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To render housekeeping services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Provision of cleaning services**  **Cleaning offices corridors, elevators and boardroom by:**   * Dusting and waxing office furniture * Sweeping, scrubbing and waxing of floors. * Vacuuming and shampooing floors. * Cleaning walls, windows and doors. * Emptying and cleaning of dirt bins. * Collect and removing of waste papers. * Freshen the office areas. |  |
| 2. | **Clean general kitchen and restrooms by:**   * Cleaning of basins * Wash and keep stock of kitchen utensils. * Refilling hand wash liquid soap. * Replace toilet papers, hand towels and refreshners. * Empty and wash waste bins. |  |
| 3. | **Keep and maintain cleaning materials and equipments.**   * Report broken cleaning machines and equipment. * Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. * Request cleaning materials. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organisations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** |  |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office cleaning equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **MINIMUM EDUCATION AND TRAINING** | * Abet |
| **Minimum Experience** | * No experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |