



CAMPUS CLEANING CLEANER AND STORES ASSISTANT

(Payclass 04; Permanent)

Estates and Custodial Services

Campus Cleaning services

Properties and Services Department

The main purpose of this position is to assist Store Supervisor to manage stock of cleaning consumables, and equipment, and to provide a cleaning service to ensure an environmentally and hygienically clean university that is conducive to teaching, learning and research.

Requirements:

- Grade 10 or NQF4
- 2 Years relevant cleaning experience, with 1 year store experience
- Knowledge of cleaning products and cleaning equipment, stock control and dispatching

Advantageous:

- Working in a Higher Education Environment
- Computer literacy
- Driver License

Responsibilities:

- Assist in the absence of store Supervisor.
- Assist with monthly stock take, receiving and distributing of consumables and equipment.
- Report on stock levels weekly.
- Collect and deliver faulty equipment after repairs.
- Responsible for vehicle inspection of the store delivery vehicle and the reporting of any issues to the Store Supervisor
- Assisting the cleaning and custodial department with administrative related duties,
- Drive staff for meetings and training sessions
- Deep cleaning of all areas as and when required.
- Follow cost control procedures to ensure that cleaning supplies and time are used in an efficient manner to avoid wastage.
- Consumable supplies are kept in supply to enable cleaning work to continue without disruption.
- Cleaning equipment is kept in proper working condition and stored away for safekeeping.
- Follow procedures regarding the waste management process.
- Setting up of venues for graduation ceremonies and departmental meetings
- Prepare venues for examinations and class tests.
- Safety hazards are identified and neutralized, and workplace injuries attended to as and when they arise.
- Staff, students, and visitors to the University's lost property is reported and handed to them upon enquiry.

The annual cost of employment, including benefits, is between **R205687 to R241986 Per annum.**

To apply, please e-mail the below documents in a **single pdf file** to Johan Bronkhorst – campuscleaning.recruit@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement-medical assessments.

Telephone: 021 650 2460
Reference number: E24330
Closing dated: 12 April 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.