



JOB PROFILE

A. Post Information	
Post Title	Cleaner
Component	XX Province
Location	XX Province
Post Reports To	Admin Officer

Job Profile Verification	
Profile Verified By:	
Date Verified:	17 February 2017

Job Profile Validation	
Profile Validated By:	Alice Price
Date Validated:	1 March 2017

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To ensure the cleanliness of the offices.

C. Key Responsibilities

Cleaners are required to undertake the following duties as directed by the Admin Officer, using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Cleaning of offices	1.1	Emptying waste bins or similar receptacles, transporting waste material to designated collection points
		1.2	Suction cleaning carpeted areas and "spot" cleaning carpets.
		1.3	To dust, damp wipe, wash or polish furniture, ledges, windows, external surfaces of cupboards, air cons, shelves and fitments.
2	Cleaning of kitchens	2.1	Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
		2.2	Sweeping floors with brushes or dust control mops.
		2.3	Mopping floors with wet or damp mops.
		2.4	Scrub, polish and spray clean floors
		2.5	Clean Microwave ovens, Fridges and kettles
		2.6	Sign on the kitchen cleaning checklist

3	Cleaning Toilets	3.1	Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
		3.2	Sweeping floors with brushes or dust control mops.
		3.3	Coordinate pre-performance/engagement meeting with requester and supplier

		3.4	Damp wipe or wash toilet seats, urinals, washing basins and handles.
		3.5	Replenish toilet paper, soap and hand towels
		3.6	Sign on the toilet cleaning checklist
4	Reporting	4.1	Report on any non-working fixtures within 24 hours
		4.2	Report on any vandalism within 24 hours

D. Key Responsibilities

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Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
5.	Reporting	3.1	Daily report of checklists

Skills/ Knowledge/ Behavior:

Requirement	Type
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<p>Key competencies</p> <p>(This field requires a list of all skills, behaviour and attitude requirements)</p>	<ul style="list-style-type: none"> ☐ Service delivery innovation ☐ Honesty and integrity ☐ Client orientation and customer focus
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<p>Knowledge and education</p> <p>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</p>	<ul style="list-style-type: none"> ☐ Matric or Education level 4 ☐ Knowledge and understanding cleaning requirements
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<p>Experience</p> <p>(Please list all relevant experience required for the post)</p>	<ul style="list-style-type: none"> ☐ 1-year relevant experience
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<p>H. Career pathing</p>	
<p>Next higher position:</p>	<p>Admin Assistant</p>

