

NOTES

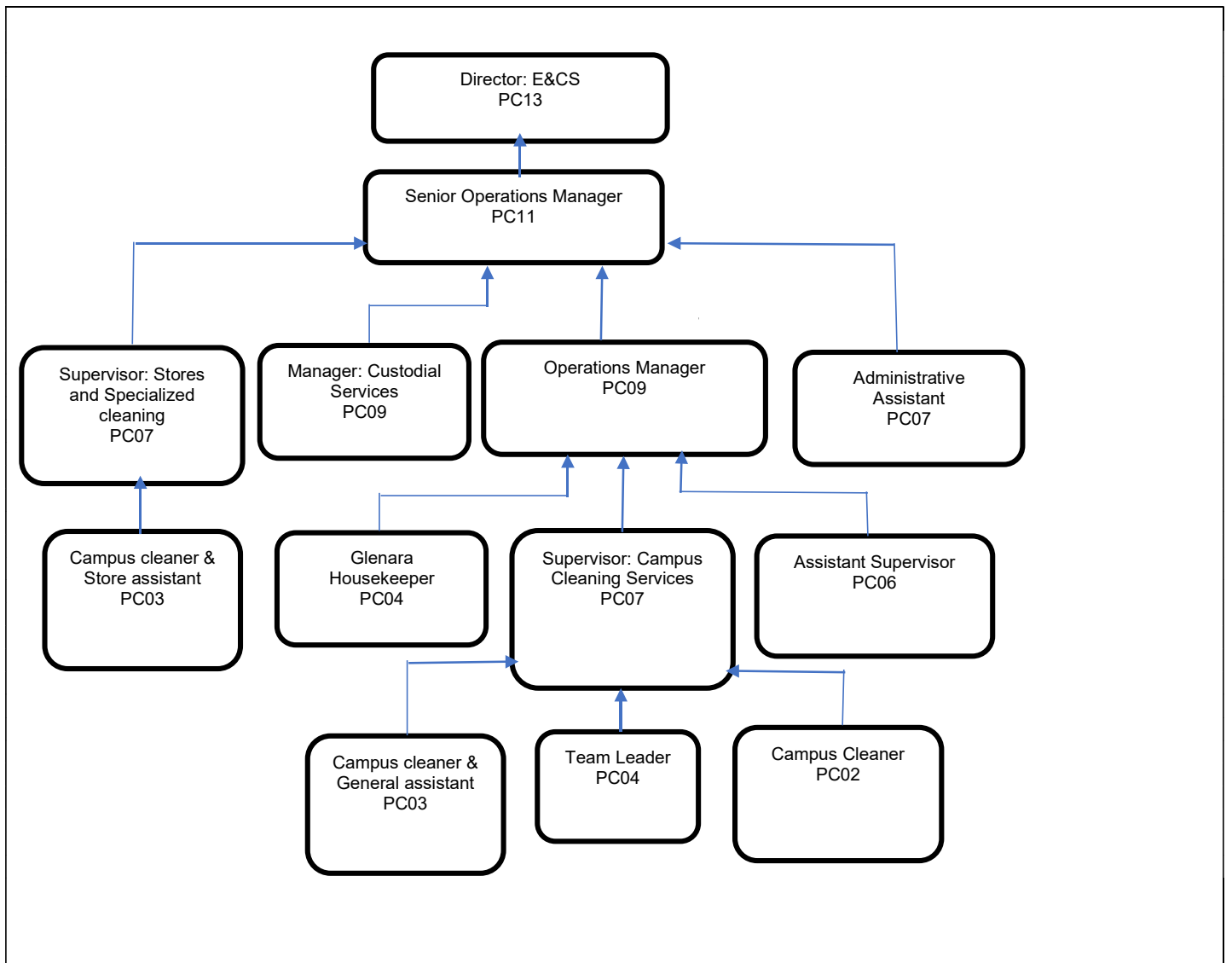
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Cleaner		
Job title (HR Business Partner to provide)	Campus Cleaning: Cleaner		
Position grade (if known)	PC02	Date last graded (if known)	2016
Academic faculty / PASS department	Properties and Services		
Academic department / PASS unit	Estates and Custodial Services		
Division / section	Campus Cleaning Services		
Date of compilation	June 2022		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates, and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide a cleaning service to ensure an environmentally and hygienically clean university that is conducive to teaching, learning and research.

Vision 2030

Our vision for UCT is to be an inclusive, engaged, and research-intensive African university. UCT will inspire creativity through outstanding achievements in discovery and innovation. It will be celebrated for the quality of its learning and contribution to citizenship. We will enhance the lives of students and staff and will advance a more equitable and sustainable social order. We aspire to be a leader in the global higher education landscape. In support of this our massive transformative purpose is, that we are a global university in Afrika unleashing human potential to create a fair and just society.

CONTENT

		CONTENT		Outputs (Expected results)
Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)		
E.g., General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>	
1 General Cleaning	70%	<ul style="list-style-type: none"> • Perform day-to-day cleaning functions as outlined in the standard cleaning specifications and assigned by Supervisor. • Clean/polish furnishings, fixtures, lecture rooms heating/cooling units in offices, common areas, studios and workshops (Entrances, passages, Kitchen, toilets and staircases), etc., daily. • Clean, wash, sanitize and polish bathroom fixtures; (Clean and wipe the SHE bins on the outside as per Standard Operating Procedure) • Clean accessible windows/mirrors in offices, blinds, stripping, sealing, and buffing common areas, bathrooms, and entrance ways. • Clean floors (sweeping, dusting, damp/wet mopping, disinfecting). • Clean carpets, to include vacuuming. • Clean accessible walls, and high dusting (by using the extended micro-fiber dusters) by washing, wiping, spot cleaning, disinfecting, deodorizing. • Remove dirt, dust, grease, etc., from surfaces using proper cleaning/disinfecting solutions (not including hazardous laboratories). • Clean hallways, stairways, and elevators. • Discard waste/dirt into proper containers and reline dirt receptacle with plastic liner. • Clean non-hazardous laboratories. • The setting of tables and the washing of dishes when there are meetings. The kitchen forms part of the common area. (No personal lunch boxes to be cleaned by cleaning staff) • Deep cleaning of all areas as and when required. 	<p>Environmentally and hygienically clean areas that are conducive to teaching, learning and research</p>	

2	Equipment and Consumables	5%	<ul style="list-style-type: none"> • Keep supervisor informed of consumable supply needs. • Assist others in lifting heavy cleaning equipment, supplies, as directed or requested;(Note: Moving office equipment from office to office not to be done by Cleaner) • Ensure that equipment is cleaned and properly stored at the end of a shift. • Follow cost control procedures to ensure that cleaning supplies and time are used in an efficient manner to avoid wastage. 	<ul style="list-style-type: none"> • 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. • Cleaning supplies are used efficiently, and with minimal wastage.
3	Venue set up: Examinations, Class tests, Graduation, and departmental events	20%	<ul style="list-style-type: none"> • Setting up of venues for graduation ceremonies and departmental meetings • Distribution and set out of stationery for examinations and class tests; 	<ul style="list-style-type: none"> • Sarah Baartman and surrounds are prepared, set up and cleaned fit for graduation ceremonies. • Furniture and stationery are set up in examination and class test venues.
4	Incident and Fault Reporting	5%	<ul style="list-style-type: none"> • Report missing or improperly labelled containers of chemicals to your supervisor. • Report faulty cleaning equipment and safety hazards to the relevant Supervisor. • Report maintenance related faults detected to the Supervisor. • Report workplace injuries and near misses to the Supervisor. • Report lost and found property to the Supervisor. 	<ul style="list-style-type: none"> • The safety of staff and the University community is protected. • 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.
<div style="border: 2px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <p>Recommendation by the Cleaner Group: Deep Cleaning Cleaners must have the knowledge to do stripping not anyone can do it. A Cleaner must have the specific knowledge and skill to use the machine. It is preferable for everyone that is trained to do deep cleaning as it is physically involved and the handling of the heavy machine and the boiling water. NB! Training must be provided to everyone that is working in Campus Cleaning</p> </div>				

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 10				
Minimum experience (type and years)	1 Year relevant cleaning experience				
Skills	Maintain the highest standards of cleanliness, communication skills and teamwork				
Knowledge	Knowledge on how to use cleaning products and cleaning equipment				
Professional registration or license requirements	None				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	None				
Competencies (Refer to UCT Competency Framework)	Competence		Level	Competence	Level
	Communication		1	Safety awareness	1
	Energy		1	Teamwork	1
	Diligence		1	University awareness	1
	Client service and support		1	Quality commitment/ Work standards	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Cleaning, setting up of examinations, class tests, departmental meetings, and other official events (graduation, registration etc.)
Amount and kind of supervision received	Supervision by Supervisor or as delegated by Supervisor
Amount and kind of supervision exercised	Operational Supervision
Decisions which can be made	Only decisions approved by Supervisor
Decisions which must be referred	All decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff and students
External to UCT	Service providers and visitors