

**NOTES**

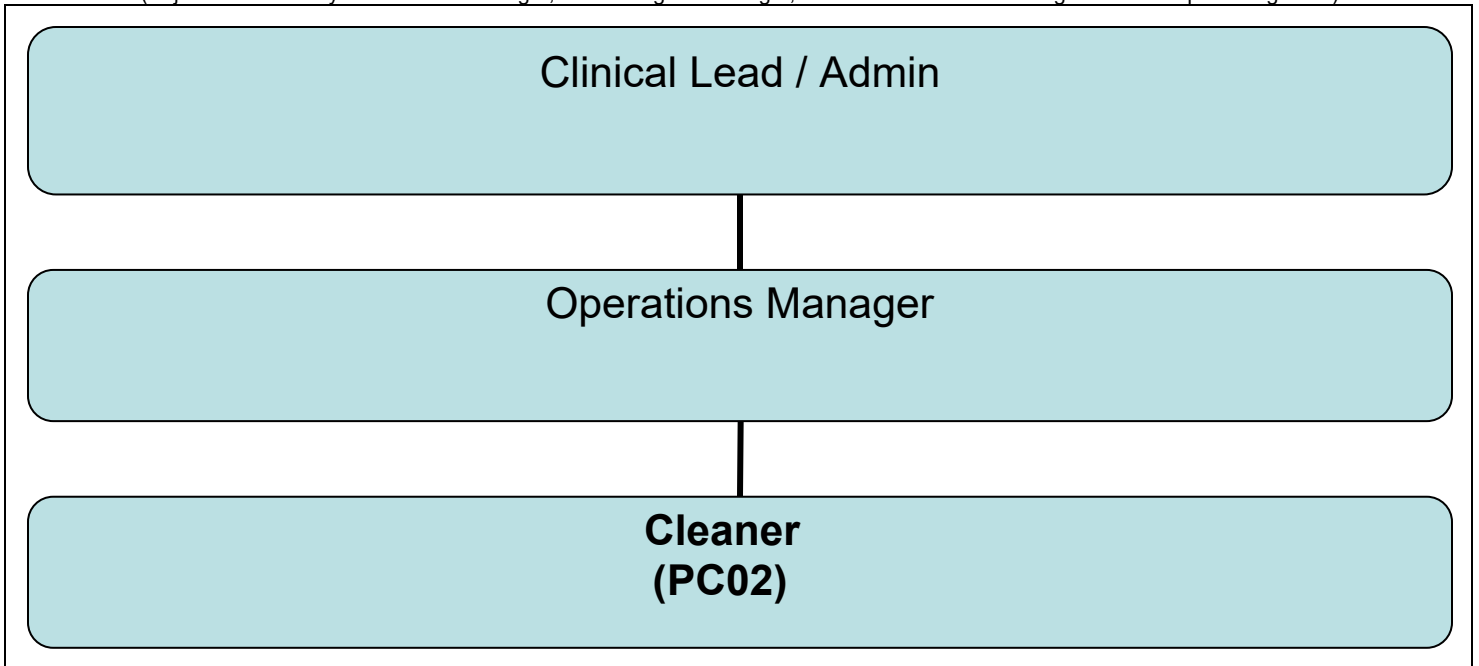
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Cleaner		
Job title (HR Business Partner to provide)	DTHC Cleaner		
Position grade (if known)	PC02	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	September 2023		

**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 the general cleaning, tidying and overall maintenance of the premises.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
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	Cleaning	60%	<ul style="list-style-type: none"> <li>• Maintains and monitors cleaning and toilet supplies</li> <li>• Cleans, mops and dusts all areas of the building (inside and out)</li> <li>• Regularly sweeps entire building</li> <li>• Dusts all furniture</li> <li>• Changes sheets on all couches</li> <li>• Wipes down all appliances</li> <li>• Cleans walls and doors in all areas</li> <li>• Cleans patients toilets and hand-basins</li> <li>• Replenishes toilet rolls and hand towels and soap in toilets</li> <li>• Replenishes water for urine containers</li> <li>• Cleans all toilets (inside and outside)</li> <li>• Cleans bins in all offices</li> <li>• Removes refuse to outside receptacle</li> <li>• Empties hazardous waste in treatment room</li> <li>• Empties refuse in treatment room areas</li> <li>• Maintains tidy kitchen area</li> <li>• Mops and cleans stairwell daily</li> <li>• Washes up all dishes, and utensils used for participants</li> <li>• Washing of kitchen cloths</li> <li>• Dusts all furniture in offices upstairs</li> <li>• Washes down surfaces</li> <li>• Empties all bins</li> </ul>	<ul style="list-style-type: none"> <li>• Site cleanliness maintained</li> </ul>

2	General duties	10%	<ul style="list-style-type: none"> <li>• Maintain clean and spotless entrance area</li> <li>• Clean windows as required</li> <li>• Check toilets on regular basis</li> <li>• Check bins on regular basis</li> <li>• General filling (when needed)</li> <li>• Shredding of paper (when needed)</li> <li>• Runs errands on a “need to” basis</li> </ul>	<ul style="list-style-type: none"> <li>• General assistance provided</li> </ul>
3	Participant Refreshments	30%	<ul style="list-style-type: none"> <li>• Ensure adequate refreshment supplies</li> <li>• Make refreshments for participants</li> <li>• Offer participants refreshments</li> </ul>	<ul style="list-style-type: none"> <li>• Participants provided with refreshments</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	Grade 10					
Minimum experience (type and years)	Previous experience in similar role					
Skills	Cleaning					
Knowledge	Cleaning					
Professional registration or license requirements	N/A					
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	None					
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence		Level
	Housekeeping		2	Clean in a safe manner		2
	Organized		2	Punctual		2
	High standard of cleaning		2	Excellent time keeping		2

**SCOPE OF RESPONSIBILITY**

Functions responsible for	Cleaning			
Amount and kind of supervision received	Minimal			
Amount and kind of supervision exercised	None			
Decisions which can be made	None			
Decisions which must be referred	Participant Refreshments			

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Participants			
External to UCT	None			