

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : Household Aid /Worker Supervisor

CORE CODE :

POST LEVEL AND SALARY CODE : 4

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To render supervision of housekeeping and cleaning services

C. KEY PERFORMANCE AREAS

(a)Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services.

- Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning.
- Ensure that all equipment for cleaning is in good working conditions and is effectively utilized.
- Keep records of stock levels and equipment utilized for area of work.
- Ensure replacement or repair of faulty/outdated equipment.
- Responsible for ordering, receiving, storage, stock control and stock taking.
- Perform administration functions associated to housekeeping & cleaning services.
- Identify hazards in the buildings/offices/residential areas such as those related to fire and electricity.
- Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is uphold.
- Ensure that buildings/offices/residential areas comply with Infection Control and Hygiene regulations.

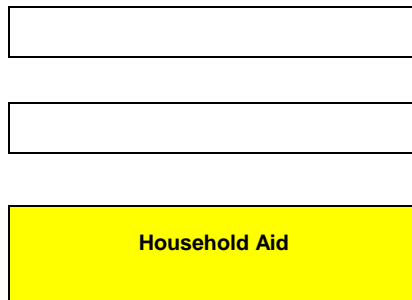
(b) Supervise human and physical resources

- Allocate functions to staff
- Supervise provision of housekeeping, cleaning, safeguarding & maintenance services.
- Develop allocation schedules or duty rooster
- Supervise and report on staff performance through the compilation of staff job description and performance work plans
- Conduct performance reviews of staff
- Inspire and motivate staff performance
- Facilitate the undertaking of disciplinary measures in cases of deviations

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.



E. INHERENT REQUIREMENTS OF THE JOB

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

- NQF level 3 (Grade 10/ABET level 4).
- Must be computer literate
- Be able to work under pressure
- Able to work shifts including public holidays
- Good communication, numerical, organizing and supervisory skills

Experience

- Three (3) years relevant experience required

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO 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.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan 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.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: