

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : Household Aid /Worker

CORECODE :

POST LEVEL AND SALARY CODE : 2

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To provide housekeeping and cleaning services

C. KEY PERFORMANCE AREAS

(a) Provide housekeeping & cleaning services

- Ensure cleanliness and tidiness of the areas allocated for cleaning
- Removal of garbage disposal
- Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate
- Clean kitchen utensils and equipment
- Maintain and keep control of stock levels of cleaning material/tea and meal utensils
- Keep cleaning equipment safe, clean and in an efficient working condition.
- Report any item of equipment that needs to be repaired.
- Report shortage and or faulty machine/ equipment
- Clean the boardroom, arranging chairs, water, glasses and any other utensils.

(b) Provide safeguarding & maintenance services

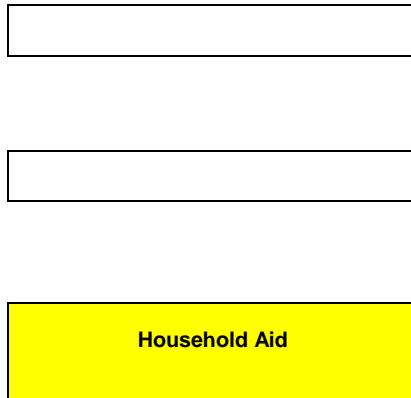
- Store all cleaning equipment and products neatly in the designated cupboards.
- Implement simple security measures such as locking doors and closing windows.
- Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity.
- Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers

- Ensure compliance with all instructions relating to the use and storage of materials and equipment.
- Implement the universal precautionary measures.
- Assess the hygiene situation of the buildings and detect current and potential problems.
- Ensure adherence to Infection Control and Hygiene regulations

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 1 or 2 (Abet level 2 certificate or equivalent).

Experience

- No working experience is 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: