

INSETA ROLE PROFILE – Housekeeper

JOB IDENTIFICATION

1. JOB TITLE	Housekeeper
2. POST LEVEL	A2
3. DEPARTMENT	Facilities
4. REPORTING LINE	Facilities Officer
5. DIVISION	Finance
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	Full time

PURPOSE OF THE JOB

Provides support services to the INSETA by ensuring that the cleanliness of the facility is ensured at the required standards and in compliance with OHS requirements are achieved.

Coordination of refreshments at specific meetings and venues as required. Relieving the receptionist on an ad hoc basis.

Key Performance Areas	Outputs
Provide Cleaning services to INSETA Office Facilities space 40%	Clean offices according to schedule and standards including but not limited to: <ul style="list-style-type: none"> • Empty dustbins • Maintain a clean and tidy kitchen • Clear rooms before and after meetings • Vacuum and wash floors • Clean windows • Wipe desks, tables, chairs and all other surfaces • Complete ad hoc cleaning projects as required by management
Customer Relationship Management 30%	<ul style="list-style-type: none"> • Maintain a friendly, courteous and professional attitude towards clients and staff. • Deal with Catering requests from clients and staff in a professional and friendly manner, demonstrates a helpful attitude. • Reports on any incidents (irate clients, impolite staff, or any other negative incidents) to the Facilities Officer in order to improve service levels.
General Administration and Relief services 30%	<ul style="list-style-type: none"> • Receive consumables stock and lock up securely • Provide stock related information to the facilities officer as required • Relieve the receptionist on an ad hoc basis • Identify and report any OHS related incidents and/or hazards to the Facilities Officer • Ensure that any obstructions are identified and removed from emergency exits

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications	Experience
Minimum Requirement: NQF 2 or equivalent Preferred Requirement: Any related qualification or RPL	Minimum Requirement: Minimum of 2 years' experience in an office/ commercial cleaning environment. Must have experience in the safe use of office cleaning equipment and products and the safe disposal of various waste found in an office environment. Preferred Requirement: Appropriate experience facilities services and OHS in the Public Sector/Seta environment.



Please forward your application letter supported by your CV and copies of qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date is 11 October 2020

INSETA reserves the right not to make an appointment.

No late applications will be accepted.