

Cleaner

Based in Gauteng (HydePark) Ref: 26/07/30

Cluster: Operations

Remuneration package: A competitive salary package with benefits

"Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact"

Reporting to **Manager: Finance and Corporate Services**, the incumbent's role and responsibilities shall include the following:

KEY PERFORMANCE AREAS

■ Maintain a high level of hygiene in and around the workplace by cleaning offices, restrooms, lounges. Maintain all equipment and machinery used and reporting any defects ■ Forward requests for chemicals and cleaning materials to be used for the execution of functions ■ Check glass surfaces for spots and fingerprints twice daily. Use spray cleaner and go around light switches to remove smudge and door knobs to remove grime ■ All restrooms should be cleaned twice daily using a sanitizing cleaner, start with the lavatory sink, toilet, toilet seat, the lid and the back of the toilet. ■ Refill soap dispensers ■ Replenish toilet paper ■ Polish the mirror ■ Wipe around light fixtures and sanitize the door knob ■ Remove trash ■ Sweep and damp mopping the floor ■ All trash needs to be picked up as needed ■ Be sure to line the trash with the appropriate size bag to keep it clean and easy removal of the contents ■ Hard surface floors and carpeting should be dusted and vacuumed daily, especially those traversed and seen by clients ■ Hard surfaces should be also be damp mopped even after dusting as the mopping helps pick up and remove stray unit ■ Wiping dust from furnace ducts, changing the filters and keeping outside windows and doors closed as much as possible ■ Empty all trash containers and reline with plastic liners ■ Remove all trash from building and place in designated container ■ Vacuum all carpeted foyers, more especially those areas seen by clients ■ Clean and polish all desks and desk accessories ■ Dust file cabinets, small meeting tables and office equipment's ■ Empty and damp wipe ashtrays in the smoking areas ■ Spot clean walls and division ■ Wipe the phones, computers (desktop and laptops), printers and photocopiers ■ Set a trash container next to the refrigerator ■ Clean and empty the refrigerator out to prevent items from remaining indefinitely ■ Wipe down microwaves, counter areas, sinks and tables each and every time is needed ■ Taking care to mop up leak when the occur ■ Cabinets and food surface should be wiped down once a day and floors cleaned as needed

Qualifications and experience

■ Matric Certificate ■ Basic numeracy, and must be physically fit and healthy ■ Good communication skills

Core Knowledge, Skills and Behavior

■ Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. ■ Good verbal and written communication skills
■ **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job

Suitably qualified and experienced candidates must submit a curriculum vitae online at www.cvspaces.co.za:

Closing Date: 10 August 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position.

All appointments will be made in line with the SALGA'S Employment Equity Plan 