

NOTES

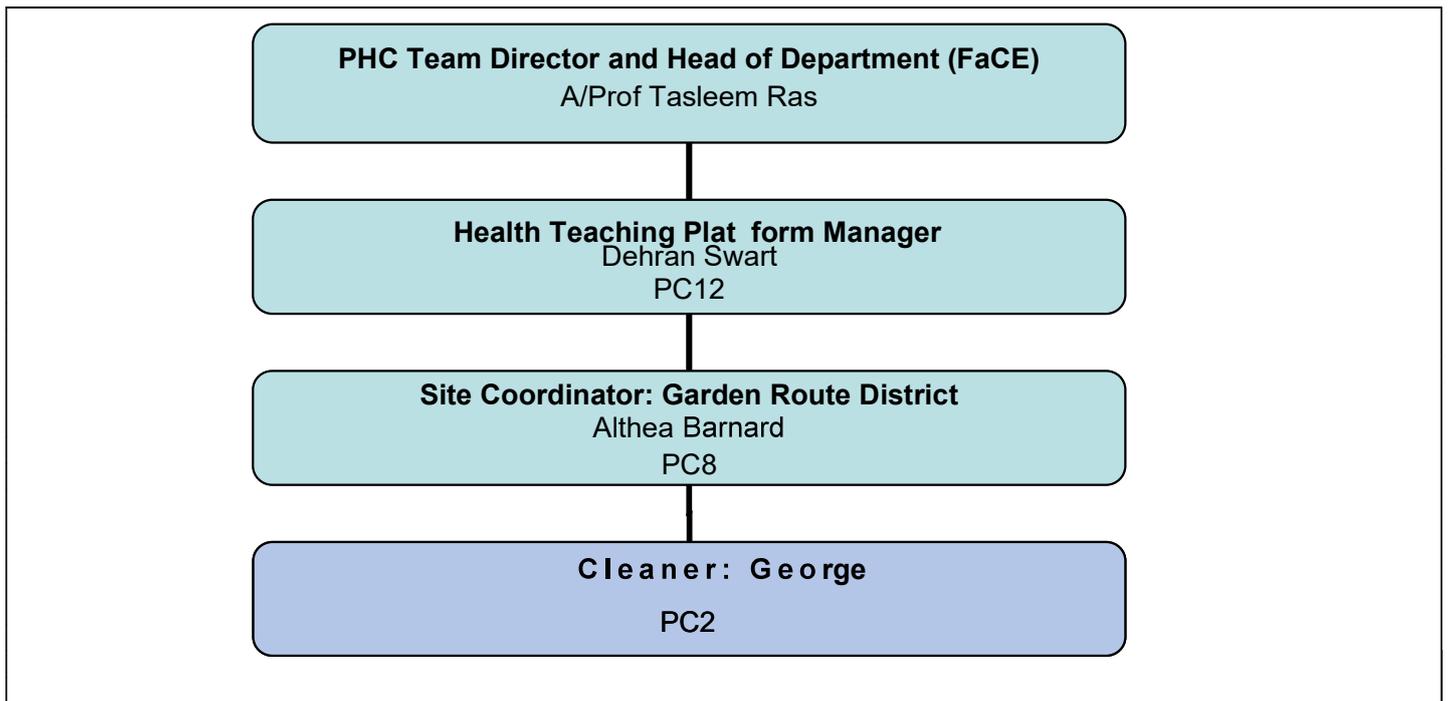
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Cleaner: George		
Job title (HR Business Partner to provide)	Cleaner: George		
Position grade (if known)	PC2	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	FaCE		
Division / section	Primary Health Care Directorate		
Date of compilation	05 February 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



The main purpose of this position is:

The purpose of the position is to clean the UCT House and / or flats and facilities and to maintain a high standard of cleanliness, including managing stock & chemicals.

Working conditions:

Be exposed to unhygienic areas (bathrooms)

Be exposed to dust (vacuum house, clean outside house)

Potential injuries:

General injuries – due to falling (washing windows, hanging curtains) Back

injury – picking up potential heavy objects.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g. General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1 General Cleaning (vacuuming, dusting, ironing, washing of linen, cleaning of floor	80%	<ul style="list-style-type: none"> ➤ Empty and wash out bins in all rooms (during vacations) ➤ Cleaning and tidying (as agreed with Site Coordinator) <ul style="list-style-type: none"> ○ Cleaning the communal areas in the house ○ Cleaning mirrors ○ Cleaning stoves ○ Cleaning toilets ○ Cleaning floor ○ Vacuum carpets ➤ Washing and ironing of linen & towels – UCT linen & towels ➤ Washing dishes (crockery, cutlery, pots, etc.) ➤ Replenish stock ➤ Ensure that all cleaning tools are cleaned after use ➤ Remove and empty rubbish bins ➤ Dispose trash or waste material ➤ Ensure that enough towels and linen are available for use (if necessary) ➤ Clean all furniture and fixtures with the correct chemicals ➤ Clean carpets and upholstery as and when required ➤ Ensure that the fireplace has been cleaned after use. ➤ Spring cleaning of house – one a month <ul style="list-style-type: none"> ○ Wash and hang curtains ○ Clean windows ○ Washing and ironing of all linen ○ Cleaning of dirty areas on walls ○ Unpacking and cleaning of all cupboards ○ Ensure all mattresses are turned once a month 	Always maintain the highest possible levels of hygiene
2 Stock	10%	<ul style="list-style-type: none"> ➤ Assist with the delivery of stock from suppliers (checking of stock vs what has been ordered) ➤ Counting of assets – monthly ➤ Stock take of linen, crockery and cutlery – monthly basis – after student rotation 	Sufficient par levels

3	Maintenance	5%	<ul style="list-style-type: none"> ➤ Oversee maintenance projects in the absence of the Site Coordinator ➤ Report back on maintenance queries ➤ Provide access to maintenance teams as directed by Site Coordinator ➤ Clean and maintain all equipment and report any defects / breakages to the Site Coordinator ➤ Keep a list of defects / damages in the maintenance book 	Equipment usable and in good condition
4	General	5%	<ul style="list-style-type: none"> ➤ Report any lost property, that have been left behind, to the Site Coordinator ➤ Assist with UCT functions ➤ Keep a list of all items needed and report to Site Coordinator ➤ Assist at other sites if needed 	

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 10 Grade 12 (Advantageous) Computer literate (MS Office)			
Minimum experience (type and years)	General cleaning knowledge and practice (6 months to 1 year) Experience in stock taking			
Skills	Good time management skills Good interpersonal and communication skills Integrity Honesty Ability to multi-task Must be friendly Problem-solving Consistency Attentiveness Versatile			
Knowledge	Knowledge of cleaning chemicals and supplies			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to handle stock			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Command of English language	1	Good interpersonal skills	1
	Service orientation	1		
	Planning	1		
	Flexibility	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Cleaning of student residences
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	None
Decisions which can be made	Any decision within the parameters of their duties and in consultation with Site Coordinator or Health Teaching Platform Manager
Decisions which must be referred	Decisions involving expenditure and write offs (i.e. breakages etc.)

CONTACTS AND RELATIONSHIPS

Internal to UCT	Students and Garden Route Admin / Support team
External to UCT	Suppliers/ Vendors, Hospital admin staff, Hospital Secretaries

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Althea Barnard			Oct 2025