



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### BUILT ENVIRONMENT

#### CLEANING SECTION

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

#### **Team Leader (3 Posts)**

(12 months fixed-term contract appointment)

*Ref: 114/2023/KM/P14*

The University is looking for energetic individuals who will take pride in cleanliness and be responsible for the overall general cleaning duties and any other related functions. The incumbent reports to the Head of Department (HOD): Campus Cleaning, and will furthermore meet the requirements and competencies and be responsible for the key performance areas listed below.

#### REQUIREMENTS

- Grade 12/Matric
- Tertiary qualifications will be an added advantage
- At least two (2) years' related experience (e.g supervisory) in a similar environment
- Experience and knowledge relating to the use of cleaning equipment, chemicals and substances
- Experience and knowledge relating to health and safety management, and the relevant legislation within the cleaning environment
- Ability to interact in a pleasant manner with employees /students at all levels and to encourage and motivate a diverse group of cleaning employees
- Must be computer literate (MS Office package)

#### COMPETENCIES

- Excellent knowledge of cleaning best practices
- Assertive
- Attention to detail
- Understand Confidentiality
- Be flexible and adaptable
- Able to work independently and under pressure
- Client service orientation
- Technical/ professional knowledge and skill
- Resource management
- People management including performance management
- Good Interpersonal relationships

- Good Decision-making and problem solving
- Good Communication skills
- Honest and ability to keep to timelines
- Quality assurance
- Attention to detail
- A team player

## **KEY PERFORMANCE AREAS**

- Cleaning University premises as per cleaning schedule and standards
- Ensure consistently high service standards are maintained for all services in scope with regular inspections
- Ensure that staff are correctly and smartly dressed displaying a name badge
- Highlight to sites the importance of upholding the company image at all times
- Ensure that cleaning methodology are strictly adhered to in line with company policies, quality programmes and legislation
- Managing company assets by performing monthly spot checks on high value items
- When checking assets ensure that equipment is kept in a good condition and repaired and serviced when required
- Do daily checks and follow-ups
- Report maintenance and safety concerns to the manager on a day to day basis
- Maintain personal health, hygiene and professional appearance
- Responding to management request timeously and providing necessary action required
- To maintain a high standard of morale and motivation through good communication skills
- Ensure work schedules/job cards are in place for each position and relevant to site
- Supervision of cleaning employees, including the assignment of Cleaning employees across the areas of responsibility in accordance with a cleaning plan schedule
- Planning, organizing, leading and monitoring cleaning operations
- Provision and utilization of cleaning material
- Scheduling of shifts with cleaning employees, including re-arranging duties and rosters as necessary
- Safety, health and environmental (SHE) management and compliance, including the provision of protective clothing
- Manage Human Resources activities within the Cleaning Section (leave, overtime and performance management of employee)
- Manage employee training, development, coaching and mentoring
- Conduct regular visits to sites allocated, in order to ensure that cleaning duties have been carried out to a high standard
- Ensure safekeeping and maintenance of cleaning machinery
- Prepare relevant operational reports as and when required
- Research and implement best practices in cleaning
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

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**Closing date: 13 December 2023**

**Applications from Employment Agency will not be considered.**

Typed applications (quoting the reference number) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr K Mothabela.

**THE APPLICATIONS MUST BE POSTED OR HAND DELIVERED TO (PLACE IN AN APPLICATION BOX):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-4433*

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

*The University reserves the right not to make an appointment.*

Final