



## Vacancy

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Applications are hereby invited from suitably qualified natural persons for a period not exceeding the SETA's license period. The current license period will expire the 31<sup>st</sup> March 2020. Cathsseta has the following position available.

**1. CLEANER Ref: CATHS14/2019 –LIMPOPO/MPUMALANGA REGIONAL OFFICE IN POLOKWANE (6 months fixed term contract)**

**Salary: R150,00 rate per day**

**Job Purpose:** To maintain the cleanliness of the building.

**Requirements:** A Grade 12 Certificate and 1 year proven experience in a cleaning environment, Basic knowledge of general hygiene practices, Knowledge of facility layout, Knowledge of cleaning products and applications, Ability to use a variety of cleaning equipment and products, Basic literacy and communication skills

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Punctual, reliable and trustworthy, time management, ability to work alone and in a team, awareness of health and safety procedures, Conflict handling, Commitment to stakeholder sensitivity; a reasonable level of fitness.

**Job Responsibilities:** Clean the Reception area and offices on a daily basis, Proper cleaning of toilets, equipment and offices, Ensure effective use of cleaning materials and equipment, Empty office dustbins daily and disposal of all refuse appropriately in the refuse bins for collection, Collect paper waste in the specially marked bins for collection by the Recycling Company, Check bathrooms twice a day, Complete the cleaning schedules once areas have been cleaned Complete cleaning schedules once areas have been cleaned, Setup the boardroom and prepare for the meetings. Ensure that the refreshments are served during the meeting. Manage crockery, cutlery, appliances and all other catering equipment, Ensure that all catering equipment is in good working condition. Ensure that all items, including beverages, dry goods and cleaning materials are recorded on a stock sheet. Keep the kitchen inventory, on a monthly basis, of all equipment including appliances, crockery, cutlery, glassware and all other appliances and cleaning equipment in conjunction with the Assets Management processes and procedures. Perform any and all reasonable tasks given by the Regional Manager.

**Applications must be accompanied by a signed application form and a detailed CV.** Applications can be submitted electronically via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Thursday, 04<sup>th</sup> July 2019. Late applications will not be considered.

*Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Previous employment (reference checks); and Qualification verification. Cathsseta reserves the right not to make an appointment.*