



Road Traffic Management Corporation

Cleaner

Ref No. RTMC/TFM/CL/2024

Salary Package: Market Related

Position: Cleaner
Business Unit: Total Facilities Management
Location: Boekenhoutkloof
Job Purpose: The incumbent must ensure that all cleaning tasks allocated to them are performed effectively and efficiently, thereby ensuring a high standard of cleanliness in their allocated areas.

KEY JOB RESPONSIBILITIES:

- Effectively clean allocated area according to all instructions.
- Welcome visitors in a professional manner and offer refreshments when appropriate.
- Replenish stocks relating to general beverages e.g., coffee, tea, milk, sugar, etc. as well as cleaning equipment e.g., dusters and polish.
- Report needs to the Supervisor: Cleaning and Maintenance for the replacement of stock proactively to ensure that the RTMC never runs out and never has to wait for stock to arrive.
- Sweep, mop, vacuum floors using brooms, mops, and vacuum cleaners.
- Dust furniture, equipment, and partitions.
- Empty bins in area and take refuse bags to the incinerator.
- Conduct weekly / monthly inventory checks on stock items and other utensils such as cups, cutlery, and cleaning equipment.

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4 will be an added advantage
- One (1) to two (2) years cleaning experience OR appropriate experience.

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- Ability to perform routine tasks

KEY ATTRIBUTES AND COMPETENCIES:

- Understanding of cleaning processes, material and tools.
- Service orientation and must show commitment.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae.
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za
- Candidates are requested to indicate the reference number for the position they are applying for in the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 16 February 2024 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

