



CAMPUS CLEANING SUPERVISOR STORES AND SPECIALISED CLEANING

(Payclass 07; Permanent)

Estates and Custodial Services

Campus Cleaning Services

Properties and Services Department

The main purpose of this position is to manage stock of cleaning consumables, equipment, and co-ordinate specialised cleaning, to maintain an environmentally and hygienically clean university, that is conducive to teaching, learning and research.

Requirements:

- Grade 12 or NQF 4
- Minimum of 5 years cleaning industry experience with 2 years of supervisory level knowledge of cleaning standards, cleaning equipment and chemical uses
- Stock management of cleaning consumables, cleaning standards, cleaning equipment,
- Computer literacy
- Knowledge of OHSE
- Valid driver's licence

Advantageous:

- Working in a Higher Education Environment

Responsibilities:

- Management of stores (Campus Cleaning, Custodial Services, Waste management)
 1. Maintain agreed stock levels.
 2. Perform monthly stock take.
 3. Report on stock levels and variances.
 4. Order and receive stock & equipment from suppliers.
 5. Distribute stock and equipment to supervisors on request.
 6. Facilitate equipment repairs as required.
 7. Manage ordering, receiving and distribution of examination and class test stationery.
 8. Keep the store clean and tidy.
- Manage Specialised cleaning (Service outside of normal cleaner's scope of work)
 1. Receive request from client or supervisor.
 2. Send request to contractor for quote.
 3. Get approval and PO for job to be done.
 4. Schedule job with supervisor or client and contractor.
 5. Conduct inspections to ensure contractors are at their respective work areas.
 6. Ensure contractor provides service as required.
 7. Liaise with client/ supervisor to sign off work completion notice.
- Administration
 1. Submit weekly reports on work status.
 2. Submit signed service reports that client is satisfied with the service rendered.
 3. Submit monthly stock reports.
 4. Report on all disciplinary actions taken against employees to the Assistant Operations Manager weekly and submit the prescribed Warning forms.
 5. Report on employee absence to Assistant Operations Manager daily.
- Health and Safety
 1. Conduct Toolbox Talk sessions on Health and Safety practices and procedures in line with UCT's Health and Safety Standards, to promote safety and the prevention of accidents in the work environment.
 2. Monitor and ensure that the equipment used by the cleaning contractor is used safely, is checked regularly, and that risks and hazards are identified, and action taken to address these risks.
 3. Report all hazards/ risks that are identified and ensure that corrective action is taken.
 4. Monitor and ensure that safety hazards are identified, assessed, and controlled for work activities in cleaning unit for staff, Clients, students, and supplier.
 5. Manage all relevant Health and Safety and injury management processes and documents.
 6. Ensure that the contractor has their OHSE file onsite and complies with necessary specifications and OHSE standards.
- Client Service and Teamwork
 1. Develop and maintain good working relationships with contractor, as well as the Clients to ensure that cleaning standards are properly maintained to meet the needs of Clients.
 2. Conduct feedback meetings with Clients on the cleaning services delivered.
 3. Conduct monthly feedback meetings with supervisors to ensure that they are getting the stock and equipment required.

- People Management
 1. Manage staff and attendance by ensuring that they swipe in and out with their UCT access cards.
 2. Complete monthly overtime time sheet for staff timeously.
 3. Ensure staff are present daily.
 4. Inform the Assistant Operations Manager of problematic staff absence, when required.
 5. Provide on the job training in work behaviours.
 6. Conduct monthly meetings with staff to communicate and receive feedback from them.
 7. Escalate staff concerns to management.
 8. Manage staff disciplinary in line with UCT disciplinary policy and procedures through a system of progressive disciplinary.

The annual cost of employment, including benefits, is between **R358 146 to R421 349**.

To apply, please e-mail the below documents in a **single pdf file** to Johan Bronkhorst – campuscleaning.recruit@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement-medical assessments.

Telephone: 021 650 2460
Closing date: 22 March 2024
Reference number: E24314

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.