



SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

CLEANER X3 (PERMANENT)

JOB PURPOSE

To ensure that Sci-Bono Discovery Centre is clean internally and externally throughout the day.

PRINCIPAL ACCOUNTABILITIES

- Keep Sci-Bono building in clean and orderly condition
- Sweep, mop and scrub floor and stairs in assigned area
- Empty dustbins and garbage containers
- Adhere to safety practices and procedures
- Operate floor cleaning and other cleaning equipment
- Clean and dust all areas, including but not limited to furniture, workstations, window sills, ETC
- Continuously check that all areas of the centre are cleaned to a satisfactory standard.
- Complete daily cleaning logs
- Uphold the highest standards of cleanliness and safety
- Cleans and maintains sanitation areas of assigned areas (Bathrooms)
- Assist with event set-ups and breakdown as required.
- Cooperate with the rest of the staff
- Engage supervisor to ensure that you have sufficient cleaning products at all times
- Reporting any breakages that occur during the cleaning process
- Informing the line manager of repairs that need to be done

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

- Set up tea and refreshments for the meetings, as instructed
- Clean and clear area after the meetings.
- Wash cutlery and crockery.
- Clean kitchens including canteen
- Provide laundry service; washing and ironing of table clothes and lab coats, as required
- Uphold the highest standards of cleanliness and safety.

EDUCATIONAL REQUIREMENTS

Grade 10

EXPERIENCE

- 1 to 2 weeks experience

Knowledge / Skills

- Communication skills
- Customer service orientation
- Being able understand and take instructions
- Able to use a variety of cleaning products and equipment
- Able to stand for extended periods of time
- Able to complete tasks on time with minimal supervision

The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. To comply with our equity plans and embracing diversity, preference for this position will be given to coloured and African males candidates. Interested and qualified candidates are invited to email CV's to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number: REC/VR_202307 Closing date: 10 June 2023. Only CVs submitted with the correct reference number will be attended to.