

# Add – Tersia King Learning Academy



JOB SPESIFICATION	
Job Title	Maintenance (Cleaning)
Department	Maintenance - Cleaner
Business Unit	TKLA School
Minimum Qualification	Numeracy and literacy equivalent to Grade 10
Relevant Experience	2 – 3 years maintenance experience with skills will be beneficial
Email CV	headofoperations@tkla.co.za
Closing date	2 August 2023

KEY CORE RESPONSIBILITIES			
Support	Contribute	Professionalism	Behavior
<ul style="list-style-type: none"> <li>Ensure daily tasks are being performed as required, all facilities and classrooms are cleaned adequately.</li> <li>Complete checklist and signed.</li> <li>Ensure supplies availability at the facilities (toilet paper, cleaning material, refreshments etc.)</li> <li>Report any potential risks or issues to management.</li> <li>Perform ad hoc responsibilities when and if required.</li> <li>Lock up of certain locations with full accountability of the keys.</li> <li>Any problems to be escalated, following reporting structure. (No interaction or arguments with learners, teachers, or fellow employees), follow protocol.</li> </ul>			

COMPETECY REQUIRED FOR THE POSITION		
Knowledge	Skills	Personal Characteristics
<ul style="list-style-type: none"> <li><b>General maintenance</b> and work required from a general worker. (cleaner)</li> </ul>	<ul style="list-style-type: none"> <li><b>Effective Communication Skills</b> – speaking and writing skills but also good listening abilities.</li> <li><b>Personality: Attitude/Customer Service/Positivity/Patience and friendly</b> - must exhibit a combination of patience and positive attitude when interacting with internal and external parties (Teachers, learners, etc.)</li> <li><b>Speed and Accuracy</b> (Time management) - demonstrate speed and skill in regulating tasks-promptly.</li> <li><b>Organization/Coordination</b> - ability to multitask and to manage multiple activities.</li> <li><b>Interpersonal skills</b> - render an efficient and effective support when interacting with internal and external parties (Contractors, Teachers, and other management staff etc.)</li> </ul>	<ul style="list-style-type: none"> <li><b>Punctual</b> – in timekeeping and timeously delivery on work tasks</li> <li><b>Diligent</b> -. managing scheduling, needs and deliverance and all other requirements.</li> <li><b>Self-motivated</b>. Is self-motivated and show interest in self-development.</li> <li><b>Team Player</b> – Understand the roles and responsibilities and actively support and participate.</li> <li><b>Sober habits</b> - working with internal and external clients.</li> <li><b>Attendance</b> – time management, be on time at your workplace.</li> <li><b>Fair</b> – treat all individuals fairly and be consistent.</li> </ul>