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**GENERAL WORKER
TWO YEARS FIXED-TERM CONTRACT; PART-TIME (35 HOURS PER WEEK)
GROOTE SCHUUR; J52**

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa. We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

As the General Worker you will report to the Office Manager and assist maintaining cleanliness and tidiness of the Unit. Ensure housekeeping supplies are ordered and controlled; clean and create an orderly working environment. You would also be required to assist with the preparation of participant's sandwiches and keep the kitchen and other areas clean and orderly.

Requirements:

- Grade 10, Grade 12 will be advantageous
- At least 2 years proven working experience in similar role
- Knowledge of cleaning chemicals and supplies
- Good communication skills (verbal and written) and interpersonal skills
- Able to clean all fixtures and furniture safely
- Ability to plan own work schedules
- Client focussed and approachable
- Good work ethic
- Reliable
- Flexibility
- Safety focused
- Punctual and reliable
- Ability to multitask
- Organised and efficient

Responsibilities;

Cleaning

- Clean and tidy the Desmond Tutu Health Foundation Clinical Trials Unit at J52, sample storage room on the L Floor and Groote Schuur Hospital P4 office
- Kitchen- Keep storage area tidy and clean, wash dishes
- Clean Office equipment and Machines
- De-clutter offices, Pack filing cabinets
- Ensuring that at J52, J51 and Doctor's rooms are kept tidy and hygienic i.e. linen, curtains
- Prepare Doctor's Rooms and sterilize equipment
- Ensure offices and bathrooms are clean
- Perform Spring Clean activities

Maintenance and housekeeping

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka
www.desmondtutuhealthfoundation.org.za

- Maintain cutlery, crockery and kitchen utensils replace when necessary
- Ensure all linen is clean and in good condition
- Remove Medical waste
- Manage Metrofile bins
- Ensure sufficient cleaning materials and equipment are always available
- Welcome visitors ensure that refreshments and eats are taken to venues and functions
- Keep stock control of perishable and non-perishable suppliers
- Prepare Participants snacks daily, replenish teas and coffee for office
- Go to stores for shopping
- Unpacking and packing Orders
- Deliver and receive mail from the post office. Hand mail over to Receptionist
- Deliver and receive mail from Head Office, J52 and other areas of UCT
- Escort participants to clinical trials for follow-up appointments as advised by the Medical Officer
- Escort Participants to ATM for withdrawal of cash vouchers when requested

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by **Friday, 7 May 2021** Job reference: DTHF/C017. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu Health Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu Health Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhealthfoundation.org.za