

JOB TITLE	Cleaner
COMPANY	UPP
DEPARTMENT	Finance & Admin

PURPOSE OF THIS POSITION

The Cleaner is responsible for a variety of cleaning and other functions within the company.

JOB TASKS & RESPONSIBILITIES

Daily Operations

- Clean offices on a weekly basis.
- Ensure the kitchen is clean and tidy at all times.
- Preparation and delivery of meals, tea, coffee and water for the admin department and factory.
- Ensure that the water bottle in admin is always full.
- Ensure the bathrooms are clean and hygienic for internal and external stakeholders.

- Washing of the carpets in the admin building and ensuring the offices are in a neat and presentable state.
- Shredding functions.
- Cleaning windows.
- Cleaning of other offices in the factory on a daily basis.
- Ensure that bathrooms are clean for both internal and external stakeholders.

Ad Hoc

- Ad-hoc duties as requested by management/supervisor.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Etiquette: always representing the company in a positive light to both internal and external customers.
- Must be proud in his/her work execution and ensure that cleanliness and hygiene of all facilities as per scope of work.
- Cleaning tasks.
- Cooking and food preparation tasks.
- Must be friendly and assist with ad hoc requests.

MINIMUM REQUIREMENTS

- 1 – 2 Years related work experience
- Matric

APPLICATION

- Submit your CV to **Romancia Buys** at rbuys@upap.co.za
- **Proof of qualifications must accompany the application.**