Job title	Cleaner
Department	Operations
Location	BJ Mahlangu Bus Depot
Reporting to	Depot Supervisor
Contract	5-year performance-based contract
CTC	R86 144.00 - R107 680.00
Closing Date	**09 November 2026**

The purpose of this position is to keep kitchens, offices, boardrooms, toilets and hallways clean and to prepare meeting and training rooms so that sessions can start on time and run without interruptions.

Key Responsibilities:

- Clean and replenish supplies in designated office areas, including dusting, sweeping, vacuuming, mopping, cleaning ceiling vents and cleaning restrooms.
- Perform and document routine inspections and maintenance activities.
- Carry out heavy cleaning tasks when necessary.
- Notify management of any deficiencies or repair needs.
- Stock and maintain supply rooms and inform the hospitality team of low stock levels on time.
- Cooperate with other staff members.
- Follow all health and safety regulations.
- Keep cleaning equipment in good working condition.
- Welcome guests and other visitors.
- Direct visitors to the appropriate offices or boardrooms.
- Report any defects or health and safety concerns.

Minimum Requirements:

- Grade 10
- At least 1 year of experience as an office cleaner
- Experience in a corporate environment would be an added advantage

- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Integrity
- Communication skills and attention to detail

Knowledge and Skills:

- Verbal communication
- Listening skills
- Writing skills
- Interpersonal skills
- Ability to share information clearly
- Attention to detail
- Professionalism
- Multitasking