Power Transformers - Pretoria	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: Cleaners x5	REVISION No. 00
		WRITTEN BY: PS
		APPROVED AND DATED: 2026/03/16

1.0 SCOPE

Covers all functions, duties and responsibilities related to the Cleaners x5 role within the Production Department.

2.0 PURPOSE

To maintain a clean, hygienic, safe and orderly working environment across the company's offices, production areas, ablution facilities, common areas and other designated premises by performing routine cleaning, housekeeping and related duties in accordance with company standards, health and safety requirements and established procedures. The position contributes to a professional working environment and supports the company's housekeeping, hygiene and occupational health and safety standards.

3.0 POSITION

Cleaner x4

4.0 DEPARTMENT

Facilities

5.0 REPORTS TO THE

Team Leader – Cleaning & Gardening

6.0 ORGANOGRAM

As per the approved company organogram.

7.0 AUTHORITY

- Perform cleaning and housekeeping duties within designated areas in accordance with established procedures and instructions.
- Access designated company facilities and areas for purposes of performing cleaning duties.
- Report unsafe conditions, hazards, maintenance defects, spillages, damaged equipment or other concerns to the relevant supervisor.
- Stop or avoid cleaning an area where conditions may present an immediate health or safety risk and report the matter to the relevant supervisor.
- Request and use approved cleaning materials, equipment and personal protective equipment (PPE) required to perform duties safely.
- Maintain confidentiality regarding information encountered during the performance of cleaning duties.

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

Cleaning & Housekeeping:

- Clean and maintain designated offices, meeting rooms, reception areas, passages, kitchens, ablution facilities and other common areas.
- Sweep, mop, vacuum and clean floors and other surfaces as required.
- Dust and clean desks, furniture, windowsills, doors and other appropriate surfaces.

- Clean and sanitise toilets, basins, showers and other ablution facilities.
- Empty waste bins and dispose of waste in accordance with company waste-management requirements.
- Replenish consumables such as toilet paper, hand soap, paper towels and other approved hygiene supplies.
- Maintain kitchens, tea areas and communal facilities in a clean and hygienic condition.
- Assist with cleaning and housekeeping in designated production or operational areas, where required and where it is safe to do so.
- Attend to spillages and other cleaning requirements promptly.

Hygiene and Safety:

- Comply with all company health, safety, environmental and housekeeping policies and procedures.
- Correctly use cleaning chemicals, materials, equipment and PPE.
- Follow prescribed instructions when handling, storing and using cleaning chemicals.
- Ensure cleaning equipment is used safely and kept in good working condition.
- Report damaged, defective or unsafe cleaning equipment to the relevant supervisor.
- Report hazards, unsafe conditions, leaks, spillages, broken fixtures and maintenance issues immediately.
- Place appropriate warning signs when cleaning floors or areas where there is a risk of slipping.
- Maintain good personal hygiene and adhere to workplace hygiene standards.
- Participate in relevant health and safety training and toolbox talks as required.

Cleaning Materials and Equipment:

- Ensure cleaning materials and equipment are used responsibly and economically.
- Keep cleaning equipment clean, secure and properly stored after use.
- Monitor cleaning-material levels and notify team leader when replenishment is required.
- Prevent unnecessary wastage or misuse of company cleaning materials and supplies.
- Maintain an orderly and hygienic cleaning-storage area.

General Support:

- Assist with preparation and cleaning before and after meetings, event, training sessions and company functions.
- Assist with general housekeeping activities as reasonably required.
- Provide support during company shutdowns, special cleaning activities or other operational requirements.
- Perform other reasonable duties within the scope of the position as instructed by the supervisor.

Security and Confidentiality:

- Maintain confidentiality regarding company information, documents and activities encountered while performing cleaning duties.
- Immediately report lost property or items found on company premises to the relevant supervisor.
- Comply with all sire access, security and visitor-control requirements.
- Do not disclose or discuss confidential company information with unauthorised persons.

9.0 Qualifications & Experience

- Grade 12 or equivalent would be advantageous.
- Basic literacy and numeracy skills.
- A cleaning or housekeeping-related certificate would be advantageous but is not essential.
- 1-2 years' experience in a cleaning, housekeeping or similar environment.
- Experience in handling cleaning materials, chemicals and basic cleaning equipment would be advantageous.
- Knowledge of basic occupational health and safety and workplace hygiene requirements would be advantageous.
- Reliability, strong work ethic and good communications skills.
- Ability to follow instructions and established procedures.

Authorised by:

Name: _____

Designation: _____

Accepted by:

Name: _____

Designation: _____