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

1.0 SCOPE

To supervise and coordinate the day-to-day cleaning, gardening and general groundskeeping activities across the company premises, ensuring that all facilities, offices, production support areas, gardens and external areas are maintained in a clean, hygienic, safe and presentable condition.

The incumbent is responsible for allocating work, monitoring employee performance, maintaining service standards, managing cleaning and gardening resources, and ensuring compliance with company policies, health and safety requirements and established procedures.

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

Cleaning Team Leader

4.0 DEPARTMENT

Facilities

5.0 REPORTS TO THE

Facilities Manager

6.0 ORGANOGRAM

As per the approved company organogram.

7.0 AUTHORITY

- Allocate daily cleaning and gardening duties to employees.
- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.
- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

Supervision and Work Allocation:

- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.
- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

Cleaning Operations:

- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.
- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

Gardening & Grounds Maintenance

- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.
- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

Health, Safety and Environmental Compliance:

- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.

- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

Equipment, Materials and Stock Control:

- Establish daily work schedules and priorities within approved operational requirements.
- Inspect cleaning, gardening and groundskeeping work and require corrective action where standards are not met.
- Instruct employees on appropriate cleaning, gardening, housekeeping and safety practices.
- Request approved cleaning materials, gardening supplies, tools, equipment and PPE.
- Report employee performance, attendance, conduct and operational concerns to the relevant manager.
- Recommend improvements to cleaning, gardening and grounds-maintenance processes.
- Stop work where an immediate health or safety risk is identified and escalate the matter to the relevant responsible person.
- Ensure employees use company equipment, chemicals and materials responsibly and in accordance with approved procedures.

People Management

- Provide daily supervision, guidance and support to cleaning and gardening employees.
- Monitor employee attendance, timekeeping and productivity.
- Ensure employees understand and comply with company rules, policies and procedures.
- Provide coaching and feedback to employees to improve performance and service standards.
- Identify training and development needs and communicate these to the relevant manager.
- Participate in performance management processes where required.
- Promote teamwork, discipline, respect and professionalism within the team.
- Address minor employee concerns appropriately and escalate formal employee-relations matters to Human Resources.

Reporting and Administration

- Maintain daily or weekly checklists and records relating to cleaning and gardening activities where required.
- Report operational issues, staffing challenges, material shortages and maintenance requirements to the relevant manager.
- Provide regular feedback on the condition of company facilities and grounds.
- Maintain records of cleaning schedules, inspections, stock usage and equipment where required.
- Assist with investigations relating to incidents, damage, loss or non-compliance within the department.
- Provide input into budgets, resource requirements and improvement initiatives where requested.

General Responsibilities

- Support the maintenance of a professional, clean and presentable working environment.
- Coordinate cleaning and gardening requirements for company events, visits and special activities.
- Liaise with relevant departments regarding specific cleaning, gardening or grounds-maintenance requirements.
- Assist with the coordination and supervision of external contractors where required.
- Identify opportunities to improve efficiency, service quality and resource utilisation.
- Perform other reasonable duties within the scope of the position as instructed by the relevant manager.

9.0 Qualifications & Experience

- Grade 12 or equivalent
- Certificate in Facilities Management, Cleaning Management would be advantageous
- Basic computer literacy would be advantageous
- 3-5 years' experience in cleaning, gardening, facilities management, groundskeeping or a related environment.
- At least 1-2 years' Supervisory experience would be advantageous
- Experience in an industrial, manufacturing, commercial or corporate environment would be advantageous.
- Knowledge of basic occupational health and safety and workplace hygiene requirements would be advantageous.

Authorised by:

Name: Paballo Senyolo

Designation: Human Capital Manager

Accepted by:

Name: David Humphris

Designation: Div: Chief Operating Officer