



Goedgedacht

Where rural children come first

Riebeeksrivier, PO Box 458, Malmesbury 7299

South Africa

Tel: +27 (022) 482 1291, (022) 482 4466, (022) 482 4369

Fax: 086 695 3208

Email: humanresources@goedgedacht.org

www.goedgedacht.org

GOEDGEDACHT TRUST IS LOOKING FOR A

CARETAKER: PAARL

This CARETAKER will be responsible to assist and support the POP Centre Manager by performing the duties efficiently and effectively. It will be expected for the Caretaker to contribute toward the overall success of the Organisation. ***Please note: this position will be located in Paarl.***

REQUIREMENTS:

- Previous experience in a similar role;
- Passionate about community work;
- Clear Criminal clearance.

RESPONSIBILITIES:

- Act as a Grounds man by taking over duties relating to the security of the Centre;
- Open premises at the beginning of each work shift and ensure that it is properly secured at the end of the day;
- Make emergency repairs and ensure limited maintenance of the building;
- Ensure that the premises is clean and free of hazardous materials;
- Take and maintain delivered items and dispatch goods and materials as instructed
- General maintenance o e.g. regularly cleaning, painting and building work;
- Keeping the building of the Centre's clean and safe;
- Sweeping, Mopping of the various annexure of the POP Centre;
- General House Keeping;
- Regular patrolling of the POP Centre Grounds to ensure safety;
- From time to time do painting and scrubbing of walls and floors;
- Ensure proper hygiene of the centre and its toilets and cloakrooms;
- Responsible for the Maintenance shed;
- Ensure that cleaning products are always in supply by regularly doing stock checks;
- Perform all handy man related job duties;
- Ensuring that the POP Centre are neat and tidy inside as well as outside;
- Perform other ad hoc duties in line with Job spec.

Email: applications@goedgedacht.org

Visit our Web: www.goedgedacht.org