



# GOODWOOD ISLAMIC SOCIETY

## JOB VACANCY

<b>JOB TITLE:</b> Assistant Caretaker / cleaner		<b>LOCATION:</b> Quloobul Moe'nieneen Masjid, Goodwood	
<b>DEPARTMENT:</b> Administration		<b>REFERENCE:</b> QMMG/002/052021	
<b>MISSION:</b> To prepare maintain clean, tidy, adhere to hygienic standards, strictly observe protocols relating to Covid 19 in the masjid and its facilities according to prescribed procedures.			
<b>OUTPUTS:</b>		<ol style="list-style-type: none"> <li>1. Cleaning of the masjid and facilities according to the prescribed duties and scheduled activities related to cleaning</li> <li>2. Assist with all fundraising activities and events</li> <li>3. Preparation of the Masjid and all facilities and equipment for daily operation or specific events, which include:             <ol style="list-style-type: none"> <li>a. Salaah times</li> <li>b. Jumuah and other special events, eg. Eid, Taraweeg, Mouloud, etc.</li> <li>c. Marriages</li> <li>d. Janaazahs</li> <li>e. Madrassah – classes and activities</li> </ol> </li> <li>4. Observe Covid 19 protocols as prescribed</li> <li>5. Monitoring and reporting / requesting the replenishment of cleaning materials</li> <li>6. Making Athaan as and when required.</li> </ol>	
<b>KNOWLEDGE:</b>		<b>ATTITUDES:</b>	
<ul style="list-style-type: none"> <li>• Standard Operating Procedures relating to key activities</li> <li>• Cleaning materials</li> <li>• Safe handling of equipment</li> <li>• Functional literacy</li> </ul>		<ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Peoples person</li> <li>• Friendly</li> <li>• Personal neatness</li> <li>• Committed</li> <li>• Pro – active</li> <li>• Flexibility</li> <li>• Responsible</li> </ul>	
<b>SKILLS:</b>		<b>CAPABILITIES:</b>	
<ul style="list-style-type: none"> <li>• Practical DIY skills to carry out minor repairs</li> <li>• Good problem-solving skills</li> <li>• Awareness of Covid 19 protocols</li> <li>• Awareness of health, safety, security and hygiene issues</li> <li>• A willingness to work flexibly</li> <li>• Communication</li> <li>• Teamwork</li> <li>• Adequate writing skills</li> </ul>		<ul style="list-style-type: none"> <li>• Must be able to communicate in English and Afrikaans</li> <li>• Must be able work unsupervised</li> <li>• Must be organised</li> <li>• Must be able to understand, follow and implement instructions</li> <li>• Must be able to prioritise work</li> </ul>	



- Please apply by forwarding CV to the Secretary on the following e-mail address: [secretary@goodwoodmosque.org.za](mailto:secretary@goodwoodmosque.org.za)
- The Goodwood Islamic Society reserves the right not to make an appointment with all Applicants.
- Your application, comprising a comprehensive curriculum vitae (including the names and e-mail address of at least three referees), must reach us before or on the closing date of the advertised post.
- The Goodwood Islamic Society reserves the right to investigate qualifications and conduct background checks as well criminal check on all candidates.
- Should no feedback be received from The Goodwood Islamic Society within four weeks of the closing date, kindly accept that your application was unsuccessful.

ISSUED BY MANAGER (HR) / RECRUITMENT AND SELECTION	As per our Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African X	Indian X	Coloured X	White X	African an	Indian	Coloured	White e

**CLOSING DATE: 24 June 2021**