



JOB SPECIFICATIONS			
<b>JOB TITLE:</b> Caretaker /Cleaner/ Maintenance Coordinator		<b>LOCATION:</b> Quloobul Moe'mineen Masjid, Goodwood	
<b>DEPARTMENT:</b> Administration		<b>REFERENCE:</b> QMMG/001/122018	
<b>MISSION:</b> To ensure the friendly reception of Musallis and members of the public, prepare and maintain clean / tidy / hygienic standards in the masjid and its facilities according to prescribed procedures.			
<b>OUTPUTS:</b>		<ol style="list-style-type: none"> <li>1. Administration (maintaining the Notice Board) and Reception</li> <li>2. Cleaning and the supervision/coordination of activities related to cleaning</li> <li>3. Preparation of the Masjid and all facilities and equipment for daily operation or special events, which include:               <ol style="list-style-type: none"> <li>a. Opening and locking the Masjid and facilities</li> <li>b. Salaah times – make Athaan for every Waqt</li> <li>c. Jumuah and other special events, eg. Eid, Taraweeg, Mouloud, etc.</li> <li>d. Marriages</li> <li>e. Janaazahs</li> </ol> </li> <li>4. Repairs and Maintenance</li> <li>5. Monitoring and arranging the replenishment of cleaning materials</li> </ol>	
<b>KNOWLEDGE:</b>	<b>SKILLS:</b>	<b>ATTITUDES:</b>	<b>CAPABILITIES:</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>• Practical DIY skills to carry out minor repairs</li> <li>• Good problem-solving skills</li> <li>• The ability to supervise cleaning staff and manage contractors</li> <li>• Awareness of health, safety, security and hygiene issues</li> <li>• A willingness to work flexibly</li> <li>• Communication</li> <li>• Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Peoples' person</li> <li>• Personal neatness</li> <li>• Committed</li> <li>• Pro – active</li> <li>• Flexible</li> <li>• Responsible</li> </ul>	<ul style="list-style-type: none"> <li>• Must be able to communicate in English and Afrikaans</li> <li>• Must be able to work unsupervised</li> <li>• Must be able to take and execute instructions</li> </ul>



<b>Other Requirements</b>		<b>CLOSING DATE:</b> 30 November 2018	
<ul style="list-style-type: none"> <li>• Quloobul Moe-mineen Masjied reserves the right not to make an appointment.</li> <li>• Your application, comprising a comprehensive curriculum vitae (including the names and e-mail address of at least three referees), must reach the Quloobul Moe-mineen before or on the closing date of the advertised post.</li> <li>• Quloobul –Moe-mineen reserves the right to investigate qualifications and conduct background checks as well criminal check on all candidates.</li> <li>• Should no feedback be received from Quloobul Moe-mineen mosque within four weeks of the closing date, kindly accept that your application was unsuccessful.</li> </ul>			
<b>ISSUED BY MANAGER (HR) / RECRUITMENT AND SELECTION</b>	<b>As per our Employment Equity Plan, this position is earmarked as follows:</b>	<b>MALE</b>	<b>FEMALE</b>
		X	

To apply please forward a copy of your CV and ID Document to the Secretary on the following e-mail address:

[info@goodwoodmosque.org.za](mailto:info@goodwoodmosque.org.za)