



JOB DESCRIPTION

General Assistant/Gardener

Job Title:	General Assistant/Gardener
Department/ Division/ Unit:	PR, Marketing and Sales
Duty Station:	Windhoek
Reports to Position:	Marketing & PR Officer
Number of Direct Reports:	None

1. PRIMARY PURPOSE OF THE JOB:

To take full responsibility of cleaning all offices, the factory, immediate surroundings of the main buildings, and other assigned facilities as instructed at all times. To also assist with other basic duties in the office as assigned.

2. JOB SPECIFICATIONS:

Minimum Educational Qualifications: Grade 10.

Minimum Experience Required: No work experience required. Incumbent will undergo a 3-4 weeks in-service training.

Special Requirements: Basic communication skills

3. COMPETENCY PROFILE:

Incumbent needs to demonstrate the following Skills or Knowledge:

- Ability to use various cleaning chemicals and supplies.
- Able to stand for extended periods of time.
- Able to complete tasks on time with minimal supervision.
- Ability to multi-task and establish priorities.

- Good knowledge of Material Safety Data Sheets.
- Ability to handle heavy cleaning equipments.
- Strong communication and organising skills.
- Strong interpersonal and problem-solving abilities.
- Highly responsible & reliable.
- Strong attention to detail.
- Able to work well under pressure.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Ability to work cohesively as part of a team.
- First Aid skills and/or certificates are considered assets.

KEY PERFORMANCE AREAS:

1. Cleaning Duties

- Sweeps offices, staircases and corridors.
- Dusts office furniture and windowsills.
- Vacuums all carpet areas and washes carpets if necessary.
- Vacuums and mops offices and the boardroom, cleans all furniture and all shelves and cupboards (certain offices/areas are cleaned as per agreed time).
- Washes floors, walls and windows.
- Cleans all toilets and checks whether replenishments of toilet paper and other relevant consumables are required.
- Notifies the immediate superior when the cleaning materials, toilet papers and other necessities replenishes. Also exchanges the towels with clean ones daily or whenever required.
- Submit the purchase requisition form for all cleaning materials to the immediate supervisor.
- Receives and verifies the invoice for the requested materials with the purchase requisition.
- Store all the cleaning materials in a proper manner.
- Washes all towels weekly.
- Washes kitchen utensils and all cutlery and crockery whenever required.
- Cleans all assigned areas in the factory and storerooms, and accompanying kitchen and ablution facilities.
- Cleans the yard, and keeps it tidy at all times.

- Picks up papers and other waste in the work environment and immediate surroundings.

2. General Duties

- Maintains all trees, shrubs, flowers, plants and other relevant vegetation in the offices / buildings and in the yard as directed. This includes watering, pruning, clearing away unwanted growth, etc, as instructed.
- Reports if the stock of office consumables (cleaning materials, etc.) is close to depletion and report to the immediate superior for further action.
- Provides assistance in setting up all logistical arrangements of the meeting room(s) as assigned.
- Reports all observed faults / defects in the following areas to the immediate superior:
 - Faulty / defective cleaning equipment
 - Defective kitchen or ablution facilities
 - Electrical plugs, switches, bulbs
 - Broken windows and doors
 - Lost keys or office equipment etc
- Meets guests/visitors with a friendly gesture.
- Perform any other duties that may be assigned.

PRIMARY FEATURES OF THE JOB

TYPICAL DECISIONS TAKEN : Decides on the extent to which the standards of cleanliness / hygiene have been met and on any basic additional steps required where necessary. Decides on the priority of the areas to be cleaned within the framework of the existing task schedule. Also decides on the implements to use based on the condition of the area to be cleaned.

Supervision Required : The incumbent is expected to complete all routine assigned duties independently, but will report to the immediate superior at least once a day. The supervisor performs spot checks on all completed work daily or as per schedule.

Pressure of Work / Physical Effort : Low overall, as all tasks are highly scheduled and routine, and the workload is manageable.

Working Conditions : 40% in the office, factory and storerooms; 60% on the premises outside the buildings.

APPLICATIONS:

- Interested candidates meeting the minimum requirements are encouraged to submit their applications accompanied by a comprehensive CV and certified supporting documents to the following email address: hr@a26man.com.na
- Please note that only shortlisted candidates will be contacted.

CLOSING DATE OF APPLICATIONS:

28 February 2026