



Job Profile

Cleaner (Wash Bay)

Job Details

Job Title	Cleaner (Wash Bay)
Historic Job Title	General Worker - Wash Bay
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Cleaner (Wash Bay)
Direct Line Manager	Fleet Controller
2nd Line Manager	Supply Chain Executive
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To deliver a quality vehicle washing and cleaning service to employees.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- None

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
No formal working experience is required	N/A

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Washing and Cleaning of Vehicles	- Clean and wash vehicles according to the <i>Wash Bay Booking Roster</i> - Wash and dry the outside of the vehicle with the right cleaning materials, e.g. water spray, soft sponge, etc. - Clean and dry windows and side mirrors - Clean tyres - Vacuum and clean the inside and boot of the vehicle - Notify the employee that the vehicle is ready for collection and request feedback when collecting the vehicle - Follow <i>Safe Working Procedures</i> during the <i>Washing and Cleaning Operation</i>, e.g. prevent the extension cord from getting wet, using the right cleaning materials, cloths, etc. - Adhere to <i>Personal Hygiene Standards</i> and <i>Personal Protective Equipment (PPE) Requirements</i> - Assist in <i>General Work</i> where required, e.g. cleaning of the yard, assisting with returns, etc.	90%
Cleaning Material and Equipment	- Keep cleaning material (e.g. cloths) clean and replace water regularly - Check the availability of cleaning materials and communicate stock requirements to the Fleet Controller - At the end of the shift, ensure that all equipment, machinery and materials are clean and stored in the demarcated area	5%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Washing and cleaning
- Filling of Diesel
- Communication

Behavioural Attributes

- Customer mindset
- Accurate
- Thorough
- Reliable

Knowledge

- Knowledge of the *Vehicle Booking System*
- Knowledge of *Cleaning Materials and Equipment*
- Knowledge of *Cleaning, Washing, Polishing and Drying Procedures*

Special Requirements

- The position entails physical hard work outside in the open with exposure to extreme weather conditions, as well as exposure to chemicals
- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Logan Kleinbooi	General Worker - Yard
JP Damons	Senior Quality Controller

Completed By

Name	Title
Christine van Rensburg	21 st Century Executive Consultant