



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 . 14A, JELLCOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

VACANCY	General Worker
LOCATION	Johannesburg
ROLE PURPOSE :	To provide general support to employees of Nedlac, including meeting venue preparation, catering, placement and cleaning.

KEY PERFORMANCE AREA :

Premises Management

- Cleaning of kitchen
- Ensure kitchen surfaces, equipment and storage is regularly cleaned.
- Remove waste regularly and recycle where appropriate.
- Prepare meeting venues in good time and arrange refreshments and ensure thorough cleaning of the venue.

Catering and cleaning

- Report on needs for stocking refreshments and cleaning resources as agreed with Executive Administrator.

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Adhoc

- Assist with adhoc general work duties.

QUALIFICATION AND EXPERIENCE	Grade 10 and 4-5 years appropriate experience
REMUNERATION	Negotiable
LANGUAGE	English - Fluent (Speak , Read and Write)
CLOSING DATE	18 March 2019
CV TO BE SENT TO	recruitment@nedlac.org.za