

Nakekela Christian Community Centre Association

Voluntary Association

(Care-centre for terminally ill patients)

Registration Number: 092-054-NPO

PBO Registration 930040184

HOUSE KEEPER UGENTLY REQUIRED

Nakekela seeks to demonstrate the love of Jesus to people in Tweefontein G, KwaMhlanga, who are infected and affected by HIV/AIDS by caring for terminally and chronically ill people with in and out patient care; and providing training and counselling that strengthens families and increases health seeking behaviour in the community.

Nakekela Christian Community Centre Association is seeking for a qualified and experienced for the following post

HOUSE KEEPER.

DUTIES AND RESPONSIBILITIES:

Kitchen

- Sweeping or washing the floors of the kitchen as well as the pantry, washing as well as drying of the dishes and ensuring the kitchen and pantry are tidy.
- Clean the inside of fridges and the freezer on a weekly basis or more often as needed. Ensure the kitchen is left every day in an absolutely clean and tidy condition.

The Centre

- Sweeping and washing the floors of the centre including the patient rooms, laundry room, the toilets and showers on a daily basis
- Wipe the walls including the showers and toilets were necessary
- Wash the walls and windows when needed and dusting and washing all beds and bedroom cupboards in patient rooms daily.
- Do any other cleaning as required by the manager or staff nurse.
- Ensure that the general condition of all rooms are neat. Also ensure that the curtain rails are complete with hooks so that the curtains hang correctly and there is a general appearance of a well-kept institution

Cooking

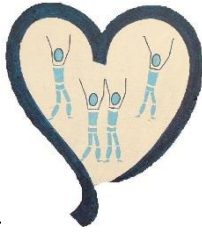
- Cook and/or prepare three meals (breakfast, lunch and supper) on a daily basis for the patients and others as required according to the set menu.
- Serve food and tea to the patients on a daily basis.
- Arrange with stock controller to take out enough food for the day.
- Ensure that there is always an extra bottle of gas available. Inform management when the gas bottles are changed.

Washing and Ironing

- Washing and ironing of all linen and patient sleepwear at the centre is to be completed each day.
- Wash and clean the curtains at least once every three months
- Wash the blankets at the end of winter and summer or when needed if soiled.

Other

- Processing of fresh vegetables to be stored in the fridge
- In case of a death, put family of deceased at ease by providing tea/coffee and biscuits in the lounge
- When needed comfort family of a deceased patient
- Other work-related tasks requested by management
- Demonstrate faith in Jesus Christ as defined by the Bible and lived consistently through a godly lifestyle with active participation in a Christian church.



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- Follow the mission statement, guiding principles, policies and procedures as well as the code of conduct
- Demonstrate personal initiative, reliability, confidentiality, and communication skills with all levels of personnel. Make decisions, ensure accountability for all issues and manage when issues arise and put solutions in place.
- Be willing to work normal hours proactively under pressure and at times on evenings and other days as necessary.

REQUIREMENTS:

- Grade 8 – Grade 12
- Technical/ Professional (Certification / Licensing/ Registration)
- Certificate in cooking
- Basic cooking and housekeeping skills
- First aid level 1 certificate will serve as an advantage

CRITICAL JOB REQUIREMENTS / COMPETENCIES/ SKILLS

- Ability to work with people
- Ability to read and write
- Caring personality

Candidates may directly walk-in to bring their CVs with their relevant documents attached or email to the General Manger Augustus Sibanyoni @ Nakekelaoffice@gmail.com For more info contact 013 945 6861. The closing date: 10 October 2022.