

## Exxaro Vacancy

**Vacancy for:** Waitress/Cleaner  
**Vacancy Number:** P40148381  
**Business Unit:** Ferroland Grondtrust  
**Closing Date:** 2023.08.18  
**Contact Person:** Mmotsi Nkhambula  
**Section:** Manketti  
**Physical Location:** Lephalale

**PURPOSE:** • To ensure that guests are served with food and drinks in a professional manner. • To ensure effective and efficient cleaning activities. • To maintain good standard of hygiene in and around dwellings.

**QUALIFICATIONS:**

- Grade 10/Standard 8 (Essential/Minimum)
- AET Level 4 (Essential/Minimum)

**EXPERIENCE:**

Name	Proficiency	Importance	Involvement
Basic waitressing and cleaning experience	0-6 months	Essential/Minimum	Operational

**REQUIREMENTS:**

- Psychometric Assessment (Essential/Minimum) (To be conducted by Exxaro)
- Certificate of Fitness (Essential/Minimum) (To be conducted by Exxaro)

**POSITION TASKS:**

The incumbent will inter alia be responsible for the following:

<p>Cleaning Services</p>	<ul style="list-style-type: none"> <li>• Conduct room cleaning services and related assistance</li> <li>• Ensure that offices and ablutions are kept clean at all times</li> <li>• Clean dining and bar areas and remove dishes to kitchen</li> <li>• Washing of dishes and cutlery</li> <li>• Make beds and change bedding linen</li> <li>• Wash and keep the rooms clean and tidy</li> <li>• Wash laundry and towels</li> </ul>
<p>Operational Support</p>	<ul style="list-style-type: none"> <li>• Receive and welcome residents and visitors</li> <li>• Show and escort visitor to best available seating</li> <li>• Take beverage orders by presenting beverage list</li> <li>• Present serving menu, take orders and serve</li> <li>• Wait on tables in the Dining Room</li> <li>• Take drinks orders and serve them accurately</li> <li>• Serve food as ordered</li> <li>• Lay tables according to specifications</li> </ul>
<p>Safe and Healthy Work Environment</p>	<ul style="list-style-type: none"> <li>• Adhere to the Safety First principle</li> <li>• Adhere to the Safety Health Environment and Community (SHEC) programs at all times related to specific area of work</li> <li>• Incidents and accidents are reported immediately to the supervisor of the area according to set procedures, this include Hazard Identification and Risk Assessments (HIRA's)</li> <li>• Take necessary SHEC precautions when working with sharp and hot instruments in the kitchen</li> <li>• Work area is cleaned and the environment restored to its original state after completion of a job</li> </ul>
<p>Behavioural Alignment</p>	<p>Demonstrates the following:</p> <ul style="list-style-type: none"> <li>• Creativity, collaboration, sociable and awareness to the ecosystem</li> <li>• Stewardship, accountability, ability to develop trust, safety conscious and ethical</li> <li>• Ability to respond quickly to business needs/agility, flexibility, continuous learning, innovation and proven ability to experiment on creative business solutions</li> <li>• Ability to be inclusive, eagerness for multiple skills, embraces multiple cultures, accepts different approaches and be human-centric/empathetic</li> <li>• Results oriented, quality driven, excellence, entrepreneurial abilities, efficient and effective</li> </ul>

The appointment will be made in accordance with Exxaro's Employment Equity policy.

If you have not been contacted within 28 days of the closing date of this advertisement, please accept that your application was unsuccessful.