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PBO Number: 18/11/13/2737

RECLAIMING CHILDREN, YOUTH AND FAMILIES IN HIGH RISK ENVIRONMENTS

Vacancy for a Driver/Maintenance Position

Leliebloem House, a residential Children's Home offering services to orphaned, vulnerable and at-risk children, is currently looking for a Driver / Maintenance Position.

Duties & Responsibilities

- Driver required to transport Learners to the 25 different schools in the Athlone, Manenberg, Heideveld, Gugulethu, Kalksteen, Charlesville, Hanover Park and Elsies area. Additional driving for organisation as well.
- Be prepared to work in various weather conditions and adapt to different routes or schedules as needed.
- Ensuring children arrive safely and punctually at their destination/school/Hospital.
- Daily routine vehicle checks in terms of K53.
- Any speeding fines will be at your own cost. Any other traffic violation pertaining to the vehicle roadworthiness will be based on how the prior communication took place.
- Ensuring that the company vehicles is always kept clean and tidy, and roadworthy.
- Proactive response to any emergency.
- Maintenance of vehicles and grounds check as well as any other work in and around the cottages.
- Inspects the building, grounds, and equipment.
- Assist in handling necessary repairs and maintenance.
- Assist in the installation of equipment and appliances.
- Follows local and state building codes.
- Complies with all company safety regulations.
- Keeps a maintenance log and writes shift reports.

Qualification & Requirements

- Must have valid code 10 and PDP.
- Clean drivers and No criminal record.
- Must be able to get to and from work on your own.
- Follow safety protocols, including wearing seat belts, using turn signals, and obeying speed limits.
- Maintain accurate records, such as mileage logs, delivery receipts, etc.
- Minimum Grade 10 Certificate
- Must have completed an advanced driving course
- At least 3 - 5 years of driving experience
- First aid certification will be advantageous
- Be able to perform under pressure
- Be able to use GPS systems and maps
- Must have a high degree of integrity, discretion, and confidentiality.
- Time management skills.
- In good physical health and energetic
- Must be flexible and available to drive on weekends, nights, and public holidays.
- Must be neat and presentable
- Must have own reliable transport to and from work.
- Fluent in English (verbal and written)
- Working hours will be discussed in interview

LELIEBLOEM HOUSE BOARD MEMBERS:

Chairperson: Craig Petersen; Deputy Chairperson: vacant; Director: Francisco Cornelius, Treasurer: Murray McGregor

Members: Wesley Junor, Revd. Jennifer Swartz, Natasha Fry

President: Archbishop Dr. Thabo Makgoba

CV cutoff date is 31 January 2025

Please email all CV's to reception@leliebloem.org.za