HOURS AND DUTIES OF PRETTY MOYO – HAMERKOP CARETAKER AND PART-TIME DOMESTIC EMPLOYEE

1. **Hours of work**

- Domestic duties (as outlined below) Monday to Saturday
  - Spring cleaning on Tuesdays 08h00 to16h00 with a lunch break.
  - Basic daily cleaning on weekdays (excluding Tuesdays), and Saturdays. 08h00 to 10h00 (**or 09h00 to 11h00 on request**).
- Caretaker duties (as outlined with her supervisor)
  - Daily 08h00 to 14h00 Monday to Saturday
  - Sleep on premises whenever main house is unoccupied (except Sundays).

2. **Domestic duties**

- **Basic daily cleaning (2 hours: 08h00 to 10h00** or 09h00 to 11h00 on request**).** The main tasks are to wash the dishes, pots and cutlery from the previous day, clean the kitchen floor and toilet and do general indoor sweeping.
- **Tuesday spring cleaning (7 hours: 08h00 to16h00).** This includes thorough cleaning of bathrooms and toilets, washing dishcloths, vacuuming carpets, washing tiled floors and windows, cleaning pots, crockery and cutlery and ensuring Hamerkop's protective bed linen is clean.

  When we have a washing machine, all used bedding is to be washed and dried and the beds made up for the next beneficiaries. Until then, beneficiaries are expected to continue providing their own bed linen. If they use Hamerkop's protective covers ***they will be charged R25 per item (e.g. 2 pillow cases + 1 bottom sheet + 1 duvet cover = R100)*** *for them to be laundered by hand.*

3. **Overtime and/or extra duties**

- Guests/beneficiaries may negotiate with Pretty to carry out other tasks like baby sitting, or overtime work like washing-up outside of the above hours.
- The minimum rate for such tasks is R25 per hour or part thereof – **double on Sundays, public holidays and when Pretty is on leave.**

IMPORTANT NOTES FOR BENEFICIARIES

i) Outgoing beneficiaries please vacate the house by 10h00 on Tuesdays. Incomers should not move in before 14h00 … please camp on the verandah and helpfully keep out of the way.

ii) You are required to remove all rubbish produced during your week. This includes Pretty's rubbish. She will bring it to the house.

iii) Pretty has been instructed not to take orders from anyone other than her supervisor (Karin Spottiswoode 011 674 2980 or 072 595 6991). If a beneficiary or guest has any issues with Pretty please contact Karin.

iv) The same expectations apply to beneficiaries, guests and employees regarding noise, litter, protecting flora and fauna and respecting each others' privacy.