

JOB DESCRIPTION

Title:	Office Cleaner (Maternity Leave Cover)
Location:	Based at the Charity office in Hatfield Peverel
Hours:	2 hours per week, preferably between 8:15 – 10:15 Monday morning
Responsible to:	Charity Manager
Purpose of role:	To ensure that the Charity's offices, toilets, kitchen and stairs are kept in a clean and orderly condition

Key responsibilities:

Provide a high quality cleaning service that includes tasks such as vacuuming, mopping, dusting, emptying bins, and polishing surfaces.

Offices and Corridors

- Dust/polish all surfaces including equipment
- Vacuum carpet

Kitchen & Toilets

- Wipe all surfaces
- Sweep and mop the floors
- Clean sinks, taps, draining board and basins
- Clean each toilet

Stairs

- Brush and mop internal entrance stairs and first floor stairways

Cleaning stock level maintenance

- Notify administration when materials are running low so that they can be ordered centrally
- Leave any dirty dusters etc for washing near the sink

Empty all bins

Specification

- Previous experience of cleaning, including the use of chemicals and using cleaning machinery safely
- Demonstrated reliability