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