

Job Title:	Cleaner
Based at:	Main Offices, 147 Fintry Drive
Position reports to:	Corporate Services Officer
Staff Responsibilities:	Nil

Job Purpose:

To undertake the cleaning of designated offices and associated areas within the Associations Head Office to ensure that they are kept in a clean and hygienic condition.

Key Responsibilities:

While the list below is not exhaustive, the duties of the post will include the following:

Daily

Clean kitchen, clean toilets including the mopping of floors (using approved cleaning materials), replace toilet rolls as necessary, close all windows and blinds, empty bins and check general tidiness of all offices.

Weekly

Monday, Wednesday and Friday – hoover and polish all offices
Tuesday and Thursday – mop stairs
Sweep outside step/path and wipe sills as necessary
Change towels Wednesday and Friday.
Put bins out for collection as required

Monthly

Wipe skirting boards, top of doors, wash wastepaper bins, clean fridge and microwave.

Quarterly

Wash and dry slats on blinds
Wash radiators.

Cleaning Materials

Inform appropriate member of staff of cleaning materials required as necessary.

Other

Ensure your own safety and that of others by complying with Health & Safety legislation, COSHH information, policies, procedures and responsibilities.



Job Description

Ensure you maintain confidentiality at all times.
Conduct yourself and all business activities in line with Equal Opportunities policies and procedures.
Any other duties as may reasonably be required from time to time by the Corporate Services Officer.

Declaration

I confirm that I have received a copy of this Job Description and accept the contents contained within.

Signed (employee): _____ Date: ___/___/___

Name: _____

Signed (employer): _____ Date: ___/___/___

Name: _____