

GL11 Community Hub

Job Description

JOB TITLE: Cleaner

REPORTS TO: Office Manager

HOURS: 15 hours per week over 5 days – Monday – Friday
(ideally early morning)

JOB PURPOSE:

To ensure and maintain a clean, safe, comfortable and tidy environment at GL11 Community Hub.

Key tasks

Cleaning

Following the Cleaning Schedule put in place as a result of Coronavirus

- Cleaning and tidying of the internal building
- Cleaning of all internal glass
- Vacuuming to all carpeted areas
- To sweep / vacuum and mop all non-carpeted floor coverings
- To clean skirtings, woodwork and doors.
- Cobwebbing and dusting to all internal areas.
- To empty rubbish bins and recycling containers in offices and rooms and put in external bins
- Put bins and recycling out for collection

- Cleaning of toilets and toilet areas, top up toiletries, toilet rolls, hand towels and air fresheners.
- Ensuring that external rubbish is stored appropriately.

Housekeeping

- Open blinds, lights on in reception and hallway
- Clean up coffee areas as needed
- Put laundry on, hang up, put away
- Tidy and water plants as needed
- Other tasks as required

Person Specification

Essential

- Experience of cleaning premises to a high standard
- Friendly and helpful manner, good team player
- Able to manage own work effectively
- Trustworthy and committed to maintaining confidentiality
- Commitment to ensuring equality of opportunity and access for all

Desirable

- Working knowledge of health and safety in the workplace
- Experience of working in a community organization, working with a range of diverse people and volunteers.