



Centre Cleaner

[7 hrs part-time]

Role Description

Overview

The aim of the role is to provide a high standard of cleanliness throughout the whole church centre so that all those who visit and use the centre feel welcome and comfortable.

Hours of work

- 7 hours per week on Mondays, Wednesdays and Thursdays (approximately 2 hours 20 mins per day).
- Suggested hours of work are 6:30am to 8:50am, so that cleaning will be completed before the Pre-School starts at 9am.

Specific responsibilities

Each day of work (approx. 90 mins)

- Clean all downstairs toilets (bowls, seats, floors, sinks) and replenish consumables (toilet paper and liquid soap)
- Mop all downstairs non-carpeted floors using appropriate mops (red = toilets; green = kitchen; blue = halls) or floor cleaning machine
- Empty all bins (toilets, kitchen and hub)

Changing daily schedule (additional 50 mins)

Monday

- Wash down toilet walls (Pre-School)
- Clean kitchen units, cooker and worktops etc

Wednesday

- Clean upstairs disabled toilet (including washing down walls) and replenish consumables

- Vacuum church worship area

Thursday

- Wash down toilet walls (Men's & Ladies)
- Clean upstairs kitchenette and Hub kitchenette areas

Vacuuming upstairs carpets and sweeping the stairs will be done occasionally when time permits.

On leaving, leave main Hub door on "Staff Entry" and lock all other exterior doors.

NOTES

- Only cleaning materials provided by church should be used and in accordance with the provided instructions
- Each mop (red/green/blue) to be used only as designated by their colour coding
- Please advise the Centre Manager of requirements for replenishment of consumables at least one week in advance of expected need