

Cleaner

Summary of Duties

- To ensure high standards of Health and Safety in the work environment whilst undertaking cleaning duties
- To assist in the maintenance of the building, furniture and equipment
- To ensure a high standard of cleanliness and tidiness throughout all areas to include Nursery areas, office space and annexe

Range of Duties

- General cleaning and maintenance duties e.g. mopping, washing, vacuuming, polishing and dusting all items of furniture and equipment in all designated areas.
- General tidying and cleaning of some outside areas.
- Maintenance of hygiene in communal and nursery areas, e.g. toilets, bathrooms.
- Small maintenance tasks. Defective equipment must be reported to the Children's Centre Manager/Deputy.
- To be responsible for the security of all buildings and for the locking and opening of entrance door, outside normal working hours as requested.
- To be aware of COSHH
- Must follow company policies and procedures at all times
- Any other duties that reasonably fall within the purview of the post, as directed by the Centre Manager or their Deputy.