

JOB DESCRIPTION

JOB TITLE:	Cleaner
HOURS OF WORK:	3 hours per week
PLACE OF WORK:	Churchill Bungalow
RESPONSIBLE TO:	Charity Manager
SALARY:	£10.90 an hour

MAIN PURPOSE OF POST:

To clean the Churchill Bungalow the site of young carers activities in Andover.

The role will include a weekly set of tasks including sweeping, hoovering, mopping, and dusting the whole Bungalow including an office.

The role will also involve several monthly tasks to keep the Bungalow and minibus clean and safe for users, volunteers, and staff.

KEY TASKS AND RESPONSIBILITIES:

Weekly

- Sweep kitchen, hallway, activities room and toilets.
- Mop the kitchen, hallway, activities room and toilets
- Hoover the lounge, Time to talk room and office
- Wipe down and clean kitchen worktops
- Wipe down and clean kitchen sink
- Wipe down desktops
- Wipe down and clean male and female toilets, cubicles and sinks.
- Wipe down and clean tabletops in activities room and lounge
- Wipe down all door handles and light switches
- Sweep out minibus and clean touch points

Monthly

- Clean out fridge, taking out shelves and wiping interior.
- Wipe down all windowsills.
- Clean inside of windows – 1 room
- Clean and wipe exterior and interior of oven, microwave oven, and dishwasher.
- Move out small pieces of furniture eg chairs and clean behind
- Wipe down kitchen tiles
- Wipe down bathroom tiles in both toilets

Twice a year

- clean out the freezer
- With planning and assistance, move furniture and clean behind, including; sofas, activity boxes in activities room, chairs in Time to Talk room.