

# MARIGOLDS CLEANING COMPANY

## PROFESSIONAL CLEANER JOB DESCRIPTION

|                        |                      |
|------------------------|----------------------|
| <b>POSITION:</b>       | Professional Cleaner |
| <b>LOCATION:</b>       | Foyle Trust Area     |
| <b>RESPONSIBLE TO:</b> | Cleaning Supervisor  |
| <b>SALARY SCALE:</b>   | £7.83 per hour       |
| <b>HOURS:</b>          | 12 hours             |

### **JOB PURPOSE**

To undertake a range of pre-planned cleaning and housekeeping duties within the home or office using prescribed methods, outlined in the 'individual cleaning specifications'. Your duties include the following: -

### **KEY RESPONSIBILITIES**

**To undertake general housekeeping as required, including:**

1. Cleaning, wiping, vacuuming, dusting, sweeping, polishing and mopping.
2. To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
3. To clean cookers and work surface areas.
4. Cleaning windows.
5. Empty bins.
6. Dispose of rubbish.
7. Wash/sweep/damp dust stairs and hand rails.
8. Toilets/bathrooms/en-suites/kitchens.
9. Ensure all areas of your schedule are fully completed as required.
10. To undertake wall washing or inside window panel cleaning to a height no greater than body height plus an arm's extension from floor level.

11. Report to the Cleaning Supervisor any factors that are likely to affect his/her work.
12. Carry out reasonable work instruction to the standard required.

#### **HEALTH AND SAFETY**

13. The safe use of chemical agents in the discharge of cleaning operations.
14. Adhere to Health and Safety requirements and ensure the Health & Safety Policies and Procedures and regulations are adhered to at all times, and that awareness of these issues is raised within the workplace, as appropriate.

#### **CONFIDENTIALITY AND DATA PROTECTION**

15. Maintain confidentiality and Data Protection with a client-centred approach at all times.

#### **MISC**

16. You will be required to work alone or in a team.
17. Maintain a good rapport with clients.
18. Maintain a high standard of personal presentation and hygiene, and wear uniforms at all times.
19. You will be required to work at a number of locations.

The job description is intended to indicate the broad range of responsibilities and requirements of the post, and is neither exhaustive nor prescriptive. The post-holder is therefore expected to undertake any other duties as may be reasonably required.