



# Wadsley Church Hall Cleaner Job Description

**For 3 hours once a week**

**Duties include;**

## **Kitchen**

- Empty the bin and put a new liner in
- Put any pots away
- Clean the sinks
- Wipe the surfaces
- Clean the shelves
- Scrub the tiles and window ledge (1<sup>st</sup> and 3<sup>rd</sup> week of month)
- Take towels home to wash and bring back the following week (extra £3 pay to cover time and cost)
- Mop the floor
- Turn off any switches
- Wash, dry and bring back the tea towels / hand towels

## **Main hall**

- Sweep the floor
- Dust the piano (3<sup>rd</sup> week of month)
- Wipe down radiators and window sills (2<sup>nd</sup> week of month)
- Clean the glass in the doors (fortnightly)
- Put ant left over clothes in the paper room for lost property
- Empty the bin and replace the bin liner
- Wipe skirting boards and architraves (4<sup>th</sup> week of month)

## **Back hall**

- Sweep the floor
- Mop the floor with boiling water and bleach
- Empty the bin and replace the bag
- Wipe down radiators and window sills (2<sup>nd</sup> week of month)
- Wipe skirting boards and architraves (4<sup>th</sup> week of month)

## **Paper room**

- Hoover the carpet

## **Entrance**

- Hoover the carpet
- Clean the glass doors inside

- Clean the glass doors out side (1<sup>st</sup> and 3<sup>rd</sup> week of month)
- Water trees x2
- Water planters outside x2

## Toilets

- Clean the glass in the doors
- Empty the bins and replace with white bin liners x3
- Wipe the tiles
- Clean the sinks x5 and replenish handwash
- Clean all the toilet basins with bleach & water and wipe again with water to remove any bleach residue
- Remove any empty toilet rolls
- Replenish urinal blocks
- Mop the floors with bleach and water including cove skirting
- Replenish toilet rolls 3/3 in each toilet

## Stock

Keep an eye on stock levels;

- Toilet rolls
- Bin liners black and white
- Bleach
- J cloths
- Window cleaner
- Hoover bags
- Handwash
- Washing up liquid

Report to the hall manager asap when stock is below 1 week use so more can be ordered in time.

## Leaving the building

- Put all cleaning materials and equipment back in the cleaning cupboard
- Lock the cleaning cupboard
- Turn all lights off
- Check all taps are off
- Make sure the ventilators are on
- Set the alarm code
- Lock the door
- Put any rubbish in the outside black bin