# Job Description

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| JOB TITLE: | Part time cleaner |
| HOURS OF WORK: | 12 hours per week, 2 hours per day **Monday, Tuesday, Wednesday, Friday, Saturday and Sunday**. 6am - 8am. Flexibility required to occasionally cover holidays/sickness on other days of the week. |
| SALARY: | £12.71 per hour |
| DURATION OF POST: | Permanent |
| PLACE OF WORK: | Wellington Orbit, 1Station Road, Wellington, TF1 1BY |
| RESPONSIBLE TO: | The General Manager |
| RESPONSIBLE FOR: | No direct role reports |
| LIAISON WITH: | General Manager, Catering Manager and Administrator |
| MAIN PURPOSE OF POST: | To ensure the cleanliness of Wellington Orbit while observing all policies procedures and risk assessments. |

**MAIN TASKS & RESPONSIBILITIES**

1) To be a key holder and willing to lone work.
2) To clear litter and waste from cinema and dry wipe seats and wooden glass/cup holders.
3) To hoover all flooring areas and mop all hard surfaces using correct colour coded equipment.
4) To clean all surfaces which will include damp wiping furniture, fittings, fixtures, picture shelves ledges, skirting boards and radiators, cleaning and polishing of stainless-steel areas.
5) To thoroughly clean sanitary ware which includes wash hand basins, toilets and urinals using the correct colour coded system and hygiene standards. Wipe down tiles under hand dryers.
6) To clean glass, including the inside and outside of glass panels in the front doors, poster sites and exterior doors. The periodic cleaning of painted walls and ceramic tiles within toilets (under hand driers to be done daily). The daily removal of marks and stains on wall surfaces, doors and door plates.
7) To assist high level cleaning of lighting.
8) To report damage/repairs required to cleaning equipment and the fabric of the building immediately to the management team.
9) To be self-motivated, planning tasks and to work without supervision to achieve the tasks required.

10) To provide cover for other team members' periods of leave including planned annual leave and short term / long term sickness absence cover wherever possible.
11) Any other duties as required commensurate the position