

## Job Description - Cleaner

### **Job Role, Location & Hours:**

Part time permanent cleaner 4 hours per week, 7am to 9am on Wednesdays and Fridays based at The Lime Tree

### **Key Duties and Responsibilities:**

- Unlock The Lime Tree in on arrival
- Clean WC's
- Clean building as per building schedule.
- Ensure compliance, as appropriate, to your role with relevant health & safety and other company policies and procedures.
- Report to the Caretaker any maintenance issues noted and keep line managers informed.
- Manage supplies and liaise with the office regarding ordering further cleaning equipment.
- Any other duties as requested by the Elders or Operation manager

### **Requirements for the Role:**

- Friendly and helpful disposition
- A basic knowledge of cleaning products and aptitude to learn.
- Consistent attention to detail
- Proactive in noticing and dealing with incidents (eg carpet cleaning for a spillage)
- Willingness to work additional hours by mutual agreement to cover staff leave and special events.

### **Reports to:**

Operations Manager & Church Elders