

Job Description- Evening Cleaner

Overview

Teatimers, a lively, thriving Pre-school and wraparound care provider in Marlow. During term time we are open between 7.45 and 18:00. We are seeking to appoint a cleaner, responsible for cleaning all areas of our setting, including toilets, play room, kitchen, office and Lobby.

Daily

- Clean all surfaces of our setting, including carpets, lino, doors, tables and play surfaces.
- Vacuum carpets thoroughly, Sweep and mop lino floors.
- Tidy, reset sofa. Empty of small toys and vacuum as necessary.
- Damp clean play tables, surfaces, play kitchen and unit tops.
- Damp clean door handles & push plates.
- Clean all sinks and surrounding areas.
- Kitchen - Damp wipe surfaces, cupboard doors, cooker front. Clean sink.
- Clean child and staff bathrooms. Restock toilet paper and hand towels as necessary.
- Vacuum and dust office.
- Empty general waste and paper bins
- Report any maintenance issues that prevent safe and efficient cleaning of the building.
- Ensure there are sufficient stock levels and correct equipment within the building, ensuring that shortages do not prevent cleaning

There are a number of cleaning tasks that need to be completed less frequently, such as skirting boards, doorframes etc. This will be on a schedule agreed with the manager.

Hours

The position is offered as a 39 week contract – matching school term dates. 1.75 hours per evening, Monday to Friday. Start time from 6 p.m – the exact timings are negotiable.

Skills and experience

- A reasonable level of fitness – able to move tables, vacuum and mop.
- Poven experience in a similar role - desirable.

Personal qualities

- Committed to providing a quality service right down to the small details – essential.
- Able to identify any needs/and or issues around the setting – essential.
- Reliable and trustworthy – essential.
- Ability to manage time effectively – essential.