



Job Description - Cleaner

ORGANISATIONAL STRUCTURE

The postholder will be accountable to the Owners, Manager and Deputy Manager (hereafter referred to as Management).

MAIN PURPOSE OF JOB.

To ensure the nursery is kept hygienically clean paying particular attention to the food preparation and toilet areas.

Daily duties

- Empty all bins and renew bin bags.
- Clean all sinks and wash hand basins with all purpose cleaner and use a scouring pad if necessary.
- Clean all toilets with toilet cleaner and wash lids, outer bowls and cisterns using the colour coded cloths provided.
- Dust all high and low window ledges, shelves radiators, pictures, handrails, televisions, radios and large equipment and furniture.
- Wash non slip floors in all rooms ensuring you use the correct mop for different areas i.e. kitchen, bathroom, removing black stubborn marks with a scouring pad if necessary.
- Hoover hall, stairs and landing areas.
- Hoover any rooms which have not already been hoovered.
- Wipe any fingerprints or dirty marks off walls, cupboard doors and doors with all purpose cleaner.
- Spot treat any stains/marks on carpets with spot treatment spray.
- Ensure all lights are switched off, all windows are closed and all doors are locked before leaving.
- Report any suspicious activity around the nursery after closing hours to management.
- Inform management when more cleaning products or equipment is needed giving enough time to replace item.

Weekly duties

- Damp dust all skirting boards. Each room will move all toys and equipment to the middle of the floor to accommodate this:-
- Clean glass in all doors.
- Damp dust railings and slip guards on the stairs.
- Clean all windows on stairs, staff room and bathrooms.

Monthly duties

- Clean windows in all play rooms:-
- Defrost fridge in the Baby room

You will also be required to clean the carpets in the whole nursery as and when required. This will be pre-arranged with management to arrange a suitable time and likely to be at a weekend or evening time.

Please note

- Ensure you use clean cloths each evening and use separate cloths for kitchen areas, table tops, play equipment and toilet areas as per the colour coded signs in each room. Place the cloths in the wash after use.
- Change Hoover bags as necessary.
- Ensure washing machine, tumble drier, cooker and dishwasher are all switched off at the mains before leaving.
- Please wear rubber gloves provided.
- Make cleaning solutions up as recommended on the bottles. This is to ensure floors do not become slippery.
- Please ensure all cleaning products are stored away in the locked cupboard after use.
- Please ensure all windows and fire doors are closed, all doors are locked and all lights are switched off before leaving. If an alarm system is in place it should be set before leaving.

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