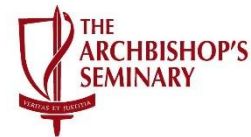


Job Description of Part-time Domestic Staff- Cleaner



Title: Domestic Staff

Reporting directly to: House Keeping Supervisor

Job Summary

The domestic staff team as a whole are responsible for maintaining high standards of cleanliness throughout the Seminary Campus. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out.

The Supervisor will monitor the cleaning to ensure that high standards of cleanliness are reached and maintained. From time to time the Estate officer and other officers/managers will also carry out spot checks on any aspect of cleanliness they may feel is appropriate.

Overall

1. Responsible for cleaning designated areas within the Archbishop's Seminary campus as allocated by your direct supervisor (this may change from time to time).
2. To use cleaning materials as instructed by the direct superior.
3. To vacuum all carpeted areas and to wash or mop the floors.
4. To sweep all the uncarpeted floors thoroughly after school hours in the afternoon.
5. To empty and clean bins and remove waste to designated areas.
6. To carry out spot cleaning of spillages.
7. To dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust builds up.
8. To regularly clean toilets, toilet areas and the replenishment of toiletries, soaps, sanitisers etc.
9. Cleans guest's bathroom/bedroom/dormitories/floors and corridors within the premises.
10. To clean internal and external apertures.
11. To carry out periodic cleaning of all internal surfaces.
12. To periodically clean internal and external windows at ground level.
13. Checking and closing windows, switching off lights before leaving the area after the completion of work.
14. Attends to guest calls, guest requests /guest complaints in the area assigned to them.
15. Perform spring cleaning duties as required.
16. Carry out such other duties as may be allocated from time to time.
17. To observe all health and safety measures as established by the school's / premises policies and as instructed by the supervisor.
18. Report all defects/hazards immediately to the supervisor or the latter absence to any other supervisor.

Conditions of Work

This role is on a part-time basis from 2:30 pm to 6:30pm between the 16th September and 30th June and from 9:00 am to 1:00 pm between 1st July and 15th September.