

JOB DESCRIPTION

JOB TITLE: Cleaner (Part time)
RESPONSIBLE TO: The Manager
SALARY: National Minimum Wage
HOURS: 2 hours in the Morning (6.50am-8.50am), Monday – Friday

JOB PURPOSE:

To undertake cleaning duties to a high standard throughout the Nursery and work under the direction of the nursery manager to maintain a clean nursery.

KEY RESPONSIBILITIES:

- Clean all areas of the nursery including kitchen, play areas and staff areas.
- Clean all surfaces of the nursery including chairs, tables, carpets, lino, rug, wooden floors, paintwork, tiles and wallpaper.
- Ensure the car part is maintained at all times by removing any weeds and sweeping it
- Operate cleaning machinery.
- Dilute and use cleaning materials.
- Collect and remove waste/rubbish from Nursery areas
- Clean and maintain cleaning equipment.
- Clean toilets and sinks.
- Clean and polish all surfaces.
- Ensure all high and low dusting is completed.
- Take responsibility for materials, equipment and other supplies use for cleaning and advise Nursery Manager of stock levels as necessary.
- Ensure adequate supply and replacement of finished toileting material i.e tissue, liquid hand wash etc.
- Adhere to the nursery's Policies and Procedures with regard to Health, Safety and Welfare of self and others whilst at work.
- Adhere to the nursery's equal opportunities and integrate it into all aspects of work.
- Adhere to COSHH regulations.
- Attend and participate in training courses as required.
- Attend and participate in staff meetings.
- Have a good working relationship with all nursery staff and volunteers.
- Undertake any other cleaning duties as requested by the nursery manager.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Ability to use initiative and prioritise workload.• Good organisational skills.• Good communication skills.• Able to work to work alone or as part of a team• Maintain equipment and ensure a tidy environment.• Sound judgement and common sense• Punctuality and Reliability	<ul style="list-style-type: none">• Experience of working in a similar setting environment.•