

Edinburgh and Lothian Racial Equality Council

Post: Cleaner

Salary:£6 per hour

Hours of Work

4 hours per week, 2 @ 2 hours morning sessions

Responsible to:

The post holder is responsible to the ELREC Administrator, who is in turn responsible to the Director.

Description:

- Wipe, clean and polish external signs and fittings.
- Sweep entrance floor area & cream cleanse paintwork removing all stubborn stains.
- Empty all office waste bins; remove rubbish and place in Wheely Bin. Replacing waste bags to all bins.
- Vacuum all carpeted floors and landings.
- Sweep stairs and cream cleanse all skirting paintwork and banisters.
- Clean all surfaces in kitchen area, cream cleanse sink, taps, all paintwork, lightswitches, skirtings, door and window ledges. Wash, dry and put away any crockery.
- Wash and disinfect toilet bowls, sinks, floors, seat, cisterns, taps, and handles. Cream cleanse all light switches, paintwork, skirtings, doors and surfaces for splashes or stubborn marks. Replenish toilet facilities using materials from ELREC store cupboard.
- Maintain store cupboard cleaning stock. Listing any items required for Administrator to purchase.
- Remove finger or kick marks and spillage's from all doors, light switches, cupboards, glass and skirting boards in all rooms.
- *Dust & polish all desktops and chairs, window ledges, cabinet's, electrical equipment, clean monitors with special screen sprays in all rooms.
- Any other appropriate duties deemed relevant by the Administrator and/or Director.

* When dusting desktops, you are not required to move around paperwork, lift boxes or any equipment for Health & Safety purposes.