**OPEN AGE JOB BROKERAGE TEAM: VACANCY FOR 50+ CLIENTS**

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| **Company** | **Exclusive Cleaning Services Ltd** |
| **Position:**  | Office Cleaner |
| **Contact** | Mary Waterman, Employment Manager at Open Age orDiana Yansen, Job Broker at Open Age |
| **Telephone** | 07766752093 or 020 8960 4853 |
| **Email** | e-mail CVs to :mwaterman@openage.org.uk |
| **Hours** | **16.25 per week (3.25 hours between 6.30pm - 10pm)** |
| **Full-time/Part-time** | PT 6 weeks contract but could be permanent for right person6 floor building with no lift. |
| **Location** | **Based at Queen Anne Street W1G 8HF** |
| **Salary** | £8 an hour |

**DESCRIPTION/TASKS/DUTIES**

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| **Key responsibilities: Provide a high quality cleaning service that includes tasks such as vacuuming, mopping, dusting, emptying bins and polishing surfaces.****Offices and Corridors:*** **Dust/polish all surfaces including equipment**
* **Vacuum carpet**

**Kitchen and Toilets:*** **Wipe all surfaces**
* **Clean sinks, taps, draining board and basins**
* **Clean each toilet**
* **Sweep and mop the floors**

**Stairs:*** **Vacuum all carpets**
* **Damp wipe wooden handrail**
* **Mop marble floor area (entrance)**

**Entrance:*** **Clean and polish brass plates and door furniture**
* **Wash outside step**

**Cleaning stock level maintenance:*** **Notify administration when materials are running low so that they can be ordered centrally**
* **Leave any dirty dusters etc. for washing in the cleaners cupboard**

**Waste*** **Collect waste and recycle, remove to designated area**

**Specification: Previous experience of cleaning, including the use of chemicals and using cleaning machinery safely** |