**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 or  Diana 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 person  6 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** |