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

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| **Company** | **Exclusive Cleaning Services Ltd** |
| **Position:**  | Kitchen Cleaner and 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 or dyansen@openage.org.uk |
| **Hours** | 40 per week between 1pm and 10pm. (1 hour break) |
| **Full-time/Part-time** | FT Permanent Kitchen Cleaner is starting at £9 per hour. This is a full-on job suitable for a young at heart active person. |
| **Location** | Based at Cumberland Avenue |
| **Salary** | £9 an hour |

**DESCRIPTION/TASKS/DUTIES**

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|  **Kitchen:** To provide a high quality cleaning service that includes tasks such as  cleaning all preparation surfaces, fridges, freezers, ovens, storage  units washing hard floors and vacuuming.  Removal of waste.**Office/Meeting room:** Dust/damp wipe all surfaces and equipment.  Vacuum carpet.**Toilets:**  Wipe all surfaces  Clean sinks, taps, basins and pedestals. Vacuum and mop floors.**Stairs and Corridors:** Wipe hand rails  Clean glass panels Vacuum carpets, mats and hard floor**Windows:** 1st floor: Clean and polish glass, wash frames. Ground floor: Clean and polish glass inside and out. Wash external frames.**Entrance:** Clean glass panel inside and out Wipe door frame inside and out.**Waste:**  Collect waste from kitchen bins and remove to designated area. **Cleaning stock level maintenance:** Notify managers when materials are running low so that they can be  ordered centrally. Leave any dirty clothes or dusters for washing in the cleaners’  cupboard.**Specification:** Previous experience of cleaning, including use of chemicals and  cleaning equipment safely. |