

Cleaner of Café 50 and Public/Internal Toilets

Duties	Frequency
Toilets	
Clean lavatory basins with appropriate cleaner provided	Daily
Clean inside and outside surrounds of sinks	Daily
Clean taps	Daily
Refill soap dispensers in both toilets	As required
Refill paper towels in each dispenser	As required
Refill santiser bottles at Café 50 and Public toilets	As required
Wipe tiles	Daily
Polish mirrors	Daily
Wipe paintwork	Daily
Empty black sacks/rubbish bins	Daily
Clean and mop floor with appropriate cleaner and gel as instructed	Daily
Bring sanitiser outside toilet door in for night	Daily
Secure Outside Toilet	Daily
Café 50	
Hard Flooring - sweep or vacuum and mop	Daily
Clean the top of the fridge and table with cups etc	Daily
Tables - clean and/or damp dust	Daily
Fixtures and Fittings - dust and damp wip skirting, pipes, window ledges	Weekly
Bins - empty	Daily
Bins - damp wipe	Weekly
Dust Book Shelf	Daily
Doors - remove marks from glass, doors and walls	Daily
Clean inside of windows	Weekly
Clean outside of windows - on a rota over the month	Monthly
Wash down dining chairs	Bi-Monthly
Vacuum Lounge Chairs	Weekly
Steam clean soft furnishings on chairs - on a rota over the month	Monthly
Secure Café 50 Door to hallway on leaving	Daily
Hallway	
Vacuum Hall and spot clean where necessary	Daily

Damp dust cupboard unit and recycling drawers	Daily
Fixtures and Fittings - dust and damp wip skirting, pipes, window ledges	Weekly
Polish metal door handles	Weekly
Refill Recycling Drawers	As required
Doors - remove marks from glass, doors and walls	Daily
Office	
Vacuum Office	Weekly
Empty Bin	Weekly
Fixtures and Fittings - dust desks, photocopier and computers etc	Weekly
Fixtures and Fittings - dust shelving and cupboards	Monthly
Other	
Report Repairs to Clerk	As required
Complete Stock Request Form	Quarterly
Look after Café 50 and make it homely	Daily
Open and Lock up Café 50 on the evenings when no groups	As required
Keep storage cupboard for cleaning materials and all cleaning equipment clean and tidy and meet all Health and Safety requirements	Daily