



Job Specification Part-Time Cleaner – Weekends & School Holidays

Job Title:	Cleaner
Location:	Kent Life
Hours of work:	Zero hours – Weekends & School Holidays
Wage:	National Minimum/Living Wage
Reports to:	Site Team Supervisor
Accountable to:	General Manager
Job function:	To support the full time cleaning team to maintain the cleanliness and appearance of the site and buildings to the highest possible standard

Key tasks

1. Carry out daily cleaning programme of all washroom facilities onsite, including sweeping and washing all floors, cleaning sinks, toilets and urinals, toilet seats, windowsills, emptying bins and replenishing soap dispensers.
2. Ensure all toilet tissue, hand towel, soap, air freshener and urinal chemical dispensers are full enough to last until the next inspection period covered by the position.
3. Clean, dust, wash and polish floors in all function rooms as dictated by room bookings and as advised by the Site Team Supervisor.
4. Maintain cleaning programme of attraction buildings in rotation, including washing/vacuuming floors, removal of all cobwebs, cleaning display cabinets, polishing of brass plaques and signs.
5. Co-ordinate the setup of function rooms as required by the weekly diary.
6. Maintain adequate stock of cleaning products, dispenser refills, bin liners, cleaning utensils, and advise Finance Administrator of any shortages for re-ordering.
7. Report any problems, damage or breakages as soon as identified.
8. Undertake the litter picking around the entire site.
9. Adhere to the appropriate health and safety procedures, standards of staff behavior and dress codes as stipulated by the companies management.
10. Undertake any other duties as required by the company with a view to improving guest experience.