

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>CLEANER</b>
<b>ACCOUNTABLE TO</b>	<b>Regional Secretary</b>
<b>GRADE</b>	<b>1</b>
<b>PLACE OF WORK</b>	<b>GMB, Garley House, 17 Newport Road, Cardiff, CF24 0TB</b>
<b>HOURS OF WORK</b>	<b>10 hours per week - Monday to Friday, 4.00pm to 6.00pm</b>

#### **MAIN DUTIES:**

- **To provide an efficient & effective cleaning Service**

#### **SPECIFIC DUTIES:**

- To vacuum, clean & polish all offices, meeting rooms, conference rooms as a daily routine
- To steam clean, mop and sanitise all toilet areas, showers and reception area
- Use cleaning equipment, products and materials as trained and in a safe manner
- Clearing spillages and/or any other emergency cleaning
- Ensure building is secured by alarm daily
- Collect all cups from offices and place in dishwasher
- Emptying of all paper bins and litter bins daily, removing waste to designated areas
- Steam cleaning of Office carpets when required
- Ensuring sufficient stock of cleaning materials, toilet rolls and kitchen products at all times
- Report any defects of equipment to Line manager

#### **ADDITIONAL DUTIES:**

- Work as directed by the Regional Secretary within the terms and conditions commensurate with the current grade