**JOB DESCRIPTION:** Domestic Staff

**RESPONSIBLE TO:** Operational Supervisor / Director

**ROLE:**

1. As the first point of contact for some residents any concerns should be reported to the Duty Housing Officer and recorded on your Daily Cleaning Sheets.
2. You are employed primarily as a Main Building Cleaner but in times of staff shortage and as directed by the Operational Supervisor / Director you will be expected to work in other YMCA St Helens areas and buildings and therefore your times of work may vary.
3. To carry out day to day cleaning duties in your designated areas stated in Cleaning Specification
4. To implement all Health & Safety Procedures as per YMCA St Helens policy
5. To log day to day maintenance / repair works in the Maintenance Book (located at Main Reception)
6. To log day to day work completed (form provided), ensuring that any areas of concern are recorded
7. To cover for colleagues in times of holiday, sickness etc
8. Report verbally to Housing Support Officers concerns regarding specific residents

**CLEANING SPECIFICATIONS**

- The stairs from large gym corridor to administration offices

- Corridor to dance studio

- Toilets

- Staff Room & kitchen area

- Four admin offices and photocopier room

- Supported Accommodation – 7 bedroom units on 200’s.

**General Areas**

**Staff Room &** Damp wipe all surfaces daily. Dust skirting

**Kitchen Area:** boards, ledges and damp wipe doors, vacuum / mop floors and empty bins daily.

**Ladies** Brush & mop floor, thoroughly clean vanity ware

**& Gents Toilets** daily. Restock toilet tissue and soap as required.

**Landing & Staircase** Dust skirting boards / ledges / handrails and

**To Lower Floor:** vacuum daily.

**Corridor to** Dust skirting boards / ledges and handrails daily.

**Dance Studio** Clean glass in doors, brush and mop floo0r coverings as required.

**Dance Studio** Dust skirting boards / ledges and damp wipe as required. Brush floor area daily and spot mop as needed.

**4 Offices &** Skirting boards / doors (including casings and

**Photocopier Room:** closures) / ledges / radiators / fire

extinguishers / empty desks / chairs all to be wiped / polished daily. Carpets and floor coverings to be brushed / mopped / hoovered (as appropriate) daily. Bins to be emptied daily and cleaned weekly as needed.

**Supported Accommodation Bedroom Units**

Bedding Day as agreed, Bedroom cleaning days as agreed

Each allocated bedroom unit to be thoroughly cleaned once a week.

Bedroom Cleaning:

* Keep the bedroom door open while working, with the trolley facing outwards in the doorway.
* Checking the room contents for maintenance issues and record if needed.
* Cleaning dustbins, replacing if required; and putting clean bag in.
* Start cleaning from an extreme inside corner of the room and work outwards.
* Cleaning all fixtures and fittings, including free standing furniture: Light fittings, light switches and sockets to be cleaned. Marks to be cleaned off walls. Doors, all handles, closures, ceilings, to be dusted. Skirting boards, poster board surrounds and heaters / radiators to be dusted.
* Mop or hoover the floor covering – dependent upon type.
* Spray air freshener.
* Clean and lock the room door when leaving.
* On bedding day:
* Pillowcases, sheets, duvet covers to be removed and laundered.

Beds to be pulled out, skirting cleaned behind, bed bases thoroughly

cleaned and mattresses wiped over. Clean bed linen to be placed in room for client to re-use.

En-suite Cleaning:

* Open bathroom ventilation.
* Scrub and finish the shower, and hand basin.
* Scrub and finish the toilet bowl, rim, ring, and hinge.
* Clean bathroom walls using wet mop or sponge.
* Wipe the bathroom cabinet.
* Mop or hoover the floor covering – dependent upon type.
* Replace amenities such as toilet roll and toilet brush as needed.
* Replace the dustbin liner.
* Close the bathroom ventilation.
* Clean the bathroom door, casings, handle and closure.
* Keep the bathroom door open after cleaning.
* Spray air freshener.
* Room Cleaning Log Sheet to be completed and signed by the Cleaner’s involved. These logs should be passed to Operational Supervisor / Director for filing.

Corridor Cleaning:

Each bedroom door and corridor door to be washed down.

Radiators to be washed down.

Fan grills to be cleaned.

Windows to be cleaned.

Windows to light-wells to be cleaned every other week (corridor side).

Light-wells:

Open light-well floor to be mopped.

Ground floor bedroom window ledges are to be dusted.

Cleaning Cupboards:

General tidy up.

Skirting/doors/radiators/window ledges/shelving to be dusted

Floors to be vacuumed.

Windows to be cleaned.

Skirting/doors/radiators/window ledges/shelving to be dusted.

Bucket, sink and taps to be cleaned.

Laundry Room:

Skirting/doors/ledges/cupboards/towel holder/token boxes to be dusted.