



CLEANER DUTIES

The Employee will carry out the whole duties pertaining to the post of Cleaner which shall include:-

1. clean specified areas in accordance with the Cleaning Specification below;
2. operate the cleaning equipment in accordance with instructions provided;
3. dilute, use and store cleaning materials as instructed;
4. collect and remove waste/rubbish from work area to collection point as directed;
5. clean, maintain and store equipment as instructed;
6. observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff;
7. comply with instructions relating to security and confidentiality;
8. carry out such additional duties as may reasonably be requested from time to time.

CLEANING SPECIFICATION

AREA	TASKS	Frequency
SANCTUARY	Wipe/Disinfect all chairs	Before Worship 72 hours after Worship.
	Wipe/Disinfect all light switches/power point sockets/plugs on cables/fire alarm sockets	Before Worship 72 hours after Worship.
	Wipe/Disinfect all door handles/ push plates/associated area of frames Wipe/Disinfect all radiators/ window sills/computer desk	Before Worship 72 hours after Worship. Before Worship 72 hours after Worship.

	Wipe/Disinfect Organ seat/Organ cover/Organ keys/Piano Cover/Piano Keys/piano set	Before Worship 72 hours after Worship.
	Wipe/Disinfect Communion Table top/Wooden Ministers Chair/ (SIDE CHAIRS REMOVED)	Before Worship 72 hours after Worship.
	Vacuum Seat coverings	Before Worship 72 hours after Worship.
	Vacuum Carpet	Once Weekly
	Clean and dust skirtings	Monthly
QUIET AREA	Wipe/Disinfect switches/plugs/projector/door handles	Before Worship 72 hrs after worship
OFFICE HALL	Wipe/disinfect all door handles/light switches/fire test socket	Before worship. 72hrs after worship

TOILETS

Wipe/Disinfect Door Handles and hand plates. Door frames

Before Worship

72 hours after Worship.

Wipe/Disinfect light Switch/drier

Before Worship

72 hours after Worship.

Wipe/Disinfect sink, taps, and surrounding surfaces

Before Worship

72 hours after Worship.

Wipe/Disinfect with separate cloth, toilets/urinals seats/cistern

Before Worship

72 hours after Worship.

Empty hand towel bins

72 hours after Worship.

Replenish hand towels

Before Worship

Replenish toilet roll if needed

Before Worship

Replenish Antibacterial Soap

Before Worship

Mop Floors

Before Worship.

72 hrs after Worship.

Attend to other areas of the toilet that may require attention

ENTRANCE AREA	Wipe/Disinfect entry door handles/external handrail/	Before Worship 72 hours after Worship.
	Wipe/Disinfect sanctuary door push plates and handle. (Leave Door Open)	Before Worship 72 hours after Worship.
	Wipe/disinfect side corridor door handles. (Leave Doors Open)	Before Worship 72 hours after Worship.
	Wipe/Disinfect light switches/fire alarm sockets/touch sites	Before Worship 72 hours after Worship.
	Wipe/disinfect side board top surface.	Before Worship 72 hours after Worship.
	Vacuum carpet	Before Worship
REMOVAL OF WASTE	Used Disposable Cleaning Cloths/PPE gloves/PPE aprons should be sealed (double bagged) in black bin bag and placed in non-recycle bin, immediately after use.	

Ventilation	Open all doors: and allow airflow through the building during cleaning.	Before Worship 72 hrs after worship
Lighting Cupboard	Wipe/Disinfect light switches within lighting cupboard	Before Worship 72 hrs after worship
Vestry	Wipe/Disinfect door handles/Heat Controller/Table	Before Worship 72 hrs after worship

estimation: Sanctuary. 1.5 hours; Vestibule 30 mins; Toilets 45 mins; Office Hall/Quiet Area 20 mins; Level Access Entry Hall 20mins; Vestry Corridor 10 mins; Vestry 15mins; Prepping Time 15mins

It is estimated that cleaning of all of these areas can be done in 4 hours, leaving flexible time from within the allocated 11 hours for a second clean if necessary and other rooms to be opened up in the building in accordance with the easing of restrictions.

TO APPLY

Submit a Curriculum Vitae (past jobs, current job, some background) and if necessary Right To Work, with the names of two referees, either

electronically to Sam Torrens storrens@churchofscotland.org.uk or by post to Sam Torrens, Slateford Longstone Church Manse, 50 Kingsknowe Road South, Edinburgh, EH14 2JW

Please be aware of the legal requirement to check an employee's right to work in the UK.