

Job Description for Cleaning Person

Cleaner required for St. Andrews United Church: 20 – 25 hours per month @ \$15 per hour. Flexible hours.

Upstairs

Cleaning of Sanctuary once weekly or prior to funerals or weddings. Vacuum carpets and floor, and dust furniture. In muddy seasons, a light mopping of hardwood as required.

Vacuum and mop front entrance and hallways. Clean offices and library.

Clean washrooms once weekly or if a function is happening. Wash toilets and sinks, sweep and dust floors and do mirrors. Refill paper products and make sure there is extra toilet paper in bathrooms.

Sweep and mop kitchen upstairs and down. Check and clean counters and sinks as necessary.

Basement

Clean bathrooms following functions or once a week. Do floors in bathrooms weekly.

Sweep floors in large hall and hallways once weekly or following functions. Mop floor in hall as necessary.

Supplies

Supplies (paper products, hand soap) will be picked up by cleaning person from Cleanway Supplies. The Church has an account and will be billed. Other supplies needed will be purchased by cleaner and then reimbursed by the Church.