

ETNA Community Centre – Weekend Cleaner Job Description

Role: Help the office team and cleaning manager keep the Centre clean and tidy for customers.

Hours: Saturday and Sunday 6.00 – 9.00

Tasks for Both Days:

Bathrooms:

- Clean toilets and sinks
- Mop the floors
- Wipe doors
- Dust radiators and tops of counters
- Check toilet paper, hand towels, and soap – refill if needed

Kitchens:

- Clean all surfaces
- Mop the floors
- Check fridges – clean if dirty
- Wipe doors
- Make sure everything is in the right place

Communal Areas & Staircases:

- Hoover carpet areas and mop floors
- Dust all surfaces
- Keep fire exits clear

Offices:

- Hoover and dust
- Wipe down doors (especially around handles)

Meeting Rooms:

- Hoover and dust
- Wipe down doors (especially around handles)
- Clean skirting boards and tabletops (move tables to clean behind and under)
- Make sure furniture is in the right place

Bins and Rubbish:

- Empty all bins – collate recycling etc... following recycling and food waste rules (government policy).
- Check if rubbish has been collected by **First Mile** – if not, tell the team or log on their portal

Before Leaving:

- Check doors are marked “ONE WAY” correctly
- Check hall nursery external door is closed
- Make sure all windows are closed/locked

Ad-Hoc tasks as required by office team

Nursery garden – check for rubbish and pick up – important if we have had an event in the hall!

Report any damage, maintenance issues, or missing items to the office team

Saturday Morning

- Start with Attenborough Hall and bathrooms
- Use the cleaning machine

Sunday Morning

- Clean offices – Hoover, wipe tables, and doors

Qualities and Skills

- Reliable and punctual
- Able to work independently and as part of a team
- Careful attention to detail
- Understanding of cleaning and safety procedures
- Friendly and respectful with staff and visitors

Location

ETNA Community Centre, 13 Rosslyn Road, Twickenham, TW1 2AR.