

JOB DESCRIPTION FOR A CLEANER TO WORK FOR THE ANGLICAN PARISH OF WALPOLE-DENMARK

Salary: \$35 per hour, 3 hours a week totalling \$105 per week. The parish will pay superannuation on this amount. Salary will be paid monthly by the Diocese of Bunbury to your bank account.

Working Hours: To fit in with whatever is happening in the church and Hall. Because the church is open every day to the public, we would prefer that it is cleaned towards the end of the week preferably Friday or Saturday. The Anglican Mustard Seed Op Shop cannot be cleaned during opening times.

A set of keys will be provided.

All cleaning equipment and supplies will be provided.

St. Leonard's Church

Dust all surfaces including window sills

Vacuum all floor surfaces through out the church including vestry and church office.

Empty 3 waste paper baskets, 1 in vestry, 1 in church office, 1 by front door. Place rubbish in parish bins on the lawn area – remembering to recycle where possible

Once a month polish all wooden surfaces.

Church Hall – currently used as the Anglican Mustard Seed Op Shop

Shop: Dust all surfaces including shelves and window sills

Vacuum all floor area

Empty bin in shop, replace bin bag

Once a month wash linoleum floor

Sorting Room: Dust surfaces including window sill

Tidy black wooden shelves and hanging storage

Vacuum floor area and stage area

Once a month wash linoleum floor

Kitchen: Remember that all waste water goes through an Automatic Treatment Unit (ATU)

DO NOT USE BLEACH AT ALL

Ensure all items are put away in cupboards & drawers from the surfaces

Wet wipe down all surfaces including window sills

Empty bins – remembering to recycle where possible (back bin in drawer is recycling)

Vacuum and wash floor area each week

Put dirty tea towels in the laundry basket – replace with clean ones

Clean refrigerator as necessary

Clean cooker as necessary (very seldom used)

Toilets 2: Remember that all waste water goes through an Automatic Treatment Unit (ATU)

DO NOT USE BLEACH AT ALL

Empty bins – remembering to recycle where possible

Clean toilets, seats and cisterns and sinks

Refill paper towel holders, soap dispensers and toilet rolls where necessary

Once a week put a small handful of Actizyme down each toilet (for the ATU)

General: Contact Tom Sheard (Warden) 0487 635 585 for any supplies needed or problems that may occur.