

## Responsibilities for Cleaning Attendant

1. To work in a manner that is safe to themselves and others and to wear protective clothing when necessary;
2. To be familiar with fire drills/evacuation procedures and to be able to identify and use the correct fire extinguishers;
3. To report immediately any injury, no matter how minor;
4. To observe high standards of cleanliness and hygiene;
5. To clean rooms/areas of the office assigned;
6. To attend to spillages immediately;
7. To barricade areas of spillages until they are completely dry;
8. To keep all bins empty and clean and to dispose of rubbish as soon as possible to avoid build up;
9. In disposing of rubbish to observe and follow Waste Provider guidelines regarding recycling;
10. To avoid leaving trailing cables. If this is necessary, use notice to the effect that cleaning is in progress;
11. To ensure that all mats and carpets are properly laid and uncrumpled;
12. To report any defect machinery or equipment;

### Duties may include:

13. To clean staff lunch area, including using the dishwasher to clean all cups, plates and cutlery;
14. To ensure that toilets are clean and stocked with tissue, soap and towels;

Duties may at times vary from the prescribed Cleaning Schedule.