

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.