



Position: Office Cleaner

Principle Role

The Office Cleaner works under the supervision of the Practice Manager.

Key Responsibilities

1. To maintain the hygiene and cleanliness of the office and surrounding areas. This would include the toilets in the whole surgery, the stairwells, office areas and sleeping quarters.
 2. To monitor stock levels of cleaning materials, hygiene products and send order to Nurse for restocking.
 3. The list of jobs will include: -
 - Hoovering office and staff room areas.
 - Emptying all bins.
 - Sweeping and Mopping all 3 stairs.
 - Cleaning all bathrooms (including sleeping quarters).
 - Refill Soap, toilet roll and Hand towel dispensers.
 - Wiping down surface areas including desks.
 - Cleaning fridge and microwave in staff room weekly.
 - Dispose of any out-of-date food
 - Wipe down lift and clean floor area.
 4. Participating in appraisals.
 5. Maintaining GDPR compliancy.
 6. Due to the Covid pandemic all high touched areas must be cleaned regularly.
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