**Cleaner**

**Current Vacancy**

**School:**  Elphin Community College, Elphin, Co. Roscommon

**Hours:**  24.125 hours per week over 36 weeks in line with the school year.

**Contract:** Permanent and Part-time

**Remuneration:** €17.37 per hour (CL 0017/2025)

**CLEANER DUTIES – INCLUDE THE FOLLOWING**

**JOB DESCRIPTION:**

***DAILY***

o Daily sweeping/vacuuming/cleaning of surfaces and floors in classrooms, corridors, offices as necessary

o Daily cleaning, wiping and sweeping in canteen area and staff room after break and lunch

o Mopping and making safe any water or spills on floors

o Cleaning and maintenance of reception area

o Removal of paper from desk areas and the separation and disposal of waste

o Cleaning and disinfecting toilet areas

o Reporting any damage or hazards

o Responsibility for the safe storage of all keys, fobs, hazardous materials, cleaning equipment and tools

o Securing the school doors and windows on a daily basis

***WEEKLY***

o Wiping down, dusting all window surfaces and removal of graffiti where necessary

o Thorough disinfecting and cleaning of toilet areas, urinals, toilet bowls and floors of toilet areas

o Cleaning offices including surfaces and floors

o Emptying the waste and recycling bins throughout the school

o Refuse bins to be left out for removal from premises

o Inspect all areas to identify problems needing attention

***MONTHLY***

o Carry out a review of all areas for cleaning and upkeep to identify and plan cleaning on a scheduled basis

***GENERAL***

o Responsibility for maintaining floor areas and surfaces to the highest standards of cleanliness and hygienic condition

o to support the schools Green Policy of Recycling and Waste Disposal

o Preparation of Examination Centres as necessary

o Preparation of school premises for special occasions

o Ensure that the school is cleaned during holiday periods

o Flexibility with regard to rotating duties with colleagues

o Working as part of a team.

*Any other duties as assigned from time to time by the Principal, Deputy Principal/designated teacher/ manager*