

YOUR LOGO HERE

Your Telephone Number: |(01234) 567890 Your Email: Me@address.com Your Website: Bestcleaningbiz.com

Job Title	Domestic Cleaner
Reporting to	The owner/manager/supervisor
Function	To deliver high-quality, consistent, and reliable domestic/commercial cleaning
Training & Support	Full training on how to clean to an efficient and tested method One-to-one training within one of our 'testing' homes Video training - online training New cleaner training handbook. You will be supported by our owner/Team Leader/manager for X days/weeks until our standards have been reached Training in infection control, COSHH and Health & Safety
Main Duties	To work alone or as part of a team, following company cleaning methods to make our client's homes/offices clean, hygienic and well presented, clean after clean <u>Cleaning Duties:</u> • High level & low-level dusting • Cleaning & buffing of internal windows • Vacuuming • Mopping • Dusting & Polishing • Cleaning baths, toilets, showers, sinks & bidets • Cleaning of kitchens and utility rooms • Cleaning tiles and grout work • Changing of beds • Occasional Ironing If a client requests other duties, you will be shown and trained on specific tasks and/or cleaning products. <u>Other responsibilities</u> To check in and out of every clean/record hours in your timesheet Attend all assigned cleans at agreed times on agreed days Always be in a clean uniform when working Keep your cleaning caddy stocked Keep cleaning equipment and cloths well-maintained Wash cleaning cloths daily Work to the best of your ability on every clean Speak to clients, fellow cleaners, office staff, and the general public with politeness, respect and a helpful attitude
Other Information	You may be offered cover cleans during times of staff sickness, holiday or busy periods Your Team Leader/manager will 'spot check' your cleaning work regularly as per the quality check assurance we offer to our clients - spot checking also helps to make sure you feel supported, well trained and not overwhelmed by tasks, the clients or your role
Knowledge, Experience and Skills required	Experience of working as a paid domestic cleaner is an advantage, but full training will be given regardless of past training or experience <u>What we look for in our cleaners:</u> Good communication skills

	Reliability and consistency Honesty A good work ethic and stable work history Full driving license and access to a car, with class 1A insurance
What type of person makes a good cleaner?	Someone with... A pride in themselves and the work they do An eye for detail The ability to follow a set method The willingness to learn Enthusiasm and a friendly personality A good team player
Special working conditions	1. Working with eco-friendly/chemical cleaning products 2. Working in houses/offices with many stairwells, high ceilings, and large floor areas 3. Walking and lifting are required daily 4. A degree of physical fitness is necessary for role 5. Regular spot checks and quality assessments on work
Why work for YOUR CLEANING BUSINESS	Flexible working for hours and days Friendly and supportive team Company pension scheme Mileage paid for the use of own vehicle (extra rate to drivers paired with non-drivers) Travel time paid Full training on the role Training provided on Health & Safety and COSHH Online rota to access your cleans, to-do lists and any client information you may need Monday to Friday working - No weekends or evenings Uniform supplied All cleaning products and equipment supplied Private employees only Facebook group £ incentive for 5* Reviews of your work £ cover bonus for helping us serve our clients if we needed you
Holidays	5.6 weeks holiday per year pro rota to av. hours worked. Bank Holidays not included but also not worked 1 week shut down at Christmas

WWW.YOURWEBSITE.COM

Reg office: YOUR ADDRESS

YOUR BUSINESS NAME

Registered in England & Wales: COMPANY NUMBER – VAT: VAT NUMBER

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Just starting out or have no budget yet? [Join Kelly in a private Facebook Group](#) and learn how to make your business profitable and productive! Learn to set and achieve business goals, streamline your business processes, improve your mindset and become a knowledgeable and confident business owner. Includes discounts on all other programs and templates for members.

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Want to know more about Kelly's professional background? Want to know if she can walk her talk? Connect on [LinkedIn](#).

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