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. COSUM and Health & Sofety
Main Duting	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
	Cleaning Duties:
	 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. Other responsibilities To check in and out of every clean/record hours n 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
Ohle ou linformantion	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 What we look for in our cleaners: 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	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
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Why work for YOUR CLEANING BUSINESS	Flexible working for hours and days
	Friendly and supportive team
	Company pansion schame
	Company pension scheme
	Mileage paid for the use of own vehicle (extra rate to drivers
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	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
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Holidays	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 5.6 weeks holiday per year pro rota to av. hours worked.
Holidays	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

<u>WWW.</u>YOURWEBSITE.COM <u>Reg office: YOUR ADDRESS</u> YOUR BUSINESS NAME

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

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Visit the Maid In Business Website - For blogs, vlogs, free resources and information on coaching

Be <u>coached by Kelly on a one-on-one</u> basis to boost your profitability and productivity and regain a work/life balance. Use my knowledge to get ahead of your competitors in a fraction of the time!

Just starting out or have no budget yet? <u>Join Kelly in a private Facebook Group</u> 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.

Find Maid In Business on Facebook - For Blogs, training and tips for the savvy CLEANING BUSINESS OWNER.

Find Maid In Business On Instagram - For motivation, daily stories, thoughts, and behind-the-scenes.

<u>Find Maid In Business On YouTube</u> - New video content every Wednesday to learn the business skills needed to be a savvy, educated and successful cleaning business owner.

Want to know more about Kelly's professional background? Want to know if she can walk her talk? Connect on <u>LinkedIn</u>.

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