

KILDARE AND WICKLOW EDUCATION AND TRAINING BOARD DUTIES AND PARTICULARS OF THE POST OF PART TIME CLEANER

The part time cleaner will work 10 hours per week, Monday to Friday. These hours are allocated as follows:

Monday/Tuesday: 2.5 hours

- Sweep and Hoover floors, mop hall stairs and landing and clean toilet and sink areas.

Wednesday/Thursday: 2.5 hours

- Sweep and Hoover floors, mop hall stairs and landing and clean toilet and sink areas.

Friday/Saturday/Sunday: 5 hours

- As above plus mop all floors.

Cleaning Duties

The Principal, acting on behalf of Kildare and Wicklow ETB, will require that the school is cleaned internally to a standard suitable for occupation by teachers, staff and students. The list of cleaning duties below is indicative but not exhaustive.

1. To sweep and Hoover all floors.
2. To clean and disinfect all toilets and wash areas.
3. To wash and clean all floors at weekends and before a school event.
4. To clean glass and furniture, when required under the direction of the Principal.
5. To assist in general maintenance of the school, its grounds and facilities under the direction of the Principal.
6. To ensure that windows and classroom doors are locked following the cleaning of each classroom and external doors are locked when required.
7. To report any health hazard or damage to school property or equipment in need of repair to the Principal.
8. To perform other cleaning duties as required from time to time, by the Principal, Kildare and Wicklow ETB or other responsible officer.
9. To attend and provide support for school functions as may arise from time to time outside normal hours.
10. To follow a weekly cleaning schedule which may be amended from time to time, as needed.

BRANNOXTOWN COMMUNITY NATIONAL SCHOOL (CNS), KWETB WEEKLY CLEANING SCHEDULE

Days & Times:

- **Monday/Tuesday: 2.5 hours** (Anytime from Monday 3pm to Tuesday 7am)
- **Wednesday/Thursday: 2.5 hours** (Anytime from Wednesday 3pm to Thursday 7am)
All steps below except Step 8 (to mop four classrooms). Only the hall, stairs and landing are cleaned with a mop, mid-week.
- **Friday/Saturday/Sunday: 5 hours** (Anytime from Friday 3pm to Monday 7am)

Actions:

Water & Dispenser Refills

1. Turn on the water to heat when you arrive (console in closet nearest Junior Room).
2. Check all dispensers for refills:
 - a. toilet roll
 - b. z-fold hand tissues
 - c. classroom blue hand tissues
 - d. hand soap
 - e. hand sanitiser.

Toilets & Wet Areas

3. Use toilet door stoppers to keep toilet doors open.
4. Clean toilets lid & seat (wipes/spray and tissue) and bowl (domestos/bleach).
5. Clean sinks and worktops (wipes/spray and tissue).
6. Clean toilet floors with handheld mop.

Floors

7. Sweep and Hoover all floors.
8. Mop floors (with the Autovac and appropriate mops).
9. Use the handheld mop to clean stairs, room corners/sides and under sanitiser dispensers (to clean the gel residue).

Waste

10. Empty classroom bins:
 - a. recycling in blue wheelie bin
 - b. general waste in green wheelie bin.
11. Pack down rubbish in bins.
12. Replace the black refuse sack in the general waste classroom bins.

Tidy-Up

13. Return all cleaners/ detergents to the cleaner's closet, at Junior entrance.
14. Empty Autovac water and return Autovac to Junior entrance.
15. Wash Autovac and mop pads with soap and bring home pads for washing and return.
16. Review cleaning supplies (unpack, sort, check stock) and report any cleaning needs to the Principal.