



## **SCHEDULE 2 - JOB DESCRIPTION**

### **GENERAL CLEANING DUTIES**

Specific rooms and expectations will be discussed when you are allocated a cleaning session.

The goal is to keep our buildings in a clean and orderly condition.

### **Responsibilities**

- 1 Clean, designated rooms as required;

This will include:

- dusting
- sweeping
- vacuuming
- mopping
- Emptying bins
- Cleaning windows

- 2 Notify management of occurring deficiencies or needs for repairs
- 3 Cooperate with the rest of the staff
- 4 Follow all health and safety regulations