**CROCKENHILL VILLAGE HALL**

**Cleaning duties - job description.**

**Objectives:** To ensure that the hall is in a clean presentable condition at all times with a special emphasis on its readiness for Saturday functions which provide the major source of income for the Hall. Cleanliness is important at all times, not only for the users of the Hall but the fact that the Public Health Inspector can call at any time.

**The following duties should be carried out on each of the two days of the week you are on site (Tuesday and Friday):**

* Empty Waste bins and store in cleaning cupboard
* Sweep floors
* Mop toilets and kitchen floors
* Wipe surfaces, sinks, basins, toilet bowls and seats.
* Disinfect door handles, light switches and window catches

**The following duties should be carried out once a week on a Sunday: All Toilets**

* Hand basins, soap dispensers, toilet bowls and seats to be cleaned.
* Mop floors with appropriate colour coded tools.
* Disinfect door handles, light switches and window catches.

**Kitchen & Bar area**

* Wipe inside and out of microwave, cooker, freezer and fridges as these are the first appliances that the Health Inspector checks.
* Wipe over fronts of kitchen cabinets.
* Clean sinks, work surfaces, soap dispensers and mop floor with appropriate colour coded tools.
* Bag up and remove all waste from the bins provided in the blue sacks. Place blue sacks outside the hall ready for Tuesday collection.
* Disinfect door handles, light switches and window catches.

**Main Hall, Committee Room (office), Cloakroom & Front/ Rear Entrance Lobbies**

* Generally dust the wooden rails, shelves, curtain poles and fire extinguishers.
* Check the sides of walls for stickiness and clean if necessary.
* Wipe clean window sills as glasses tend to be rested on them.
* Disinfect door handles, light switches and window catches.
* Tiled areas and side alcove floors to be washed over.

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* Wooden floor – if the floor has had spillage on it use the appropriate colour coded damp mop to clean it up. Let it dry. Sweep the entire wooden hall floor thoroughly before using the appropriate colour coded tools to mop it. Do not soak the floor!

**Outside Veranda and Pathways:**

* Check outside space for litter, breakages, rubbish, damage, and whenever possible sweep or clear it.
* Empty cigarette bins
* Advise Parish Clerk regarding fly tipping so that collection and or prosecution can take place.
* NB: the area allocated to the recycling modules is the responsibility of the Council.

**The following duties should be carried out on the last Sunday of the month:**

* Clean Parish Council office and toilet area on the last Sunday of the month. Liaise with Parish Clerk regarding specifics and door entry code.
* Treat the main hall wooden floor with furniture wooden spray.

**The following duties should be carried out annually under the direction of the Village Hall Management Committee: All of which should be carried out during unused periods, e.g., August school holiday period.**

* Deep clean both the top and underside of the trestle tables.

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