

**The Midi Music Company
Cleaner Duties**

Post: Daytime Cleaner

Salary: £10 per hour inc. VAT (15hrs per week - 3 days per week 12.30pm – 5.30pm: Tues - Thurs)

Reports to: Premises Coordinator

Key Duties:

To;

1. Ensure that the premises are kept clean and tidy in line with government Health & Safety regulations, specifically PPE and COVID-safety.
2. Clean music equipment
3. Clean toilets, public areas, rehearsal and recording spaces for use in between hirers and visitors
4. Liaise with the Premises Coordinator (primary contact) and/or Office Administrator regarding room use and cleaning schedule

Summary of Responsibilities

1. To sanitize all stair rails, door handles in public areas, including the office door handles
2. To sanitize all music equipment in the rehearsal, music production and recording spaces in between hirers and member usage
3. To sanitize the computers, computer keyboards and printer in the multimedia room in between staff and member usage
4. To clean and sanitize the toilets on an hourly basis, signing the cleaning log; sanitize taps, door handles, light switches and any touchable surfaces
5. To clean and sanitize the kitchen area, wiping all work surfaces and handles
6. Empty bins and dispose of PPE waste in the external bins
7. To clean and sanitize the reception area, entrance and lounge area/exit on an hourly basis
8. To inform the Premises Coordinator of any cleaning and sanitization materials required
9. To wear protective gloves and mask whilst cleaning areas
10. Liaise with the Premises Coordinator on core cleaning duties on a daily basis
11. Liaise with the Office Administrator on scheduled bookings and time slots available for daily cleaning and sanitization, if the Premises Coordinator is on leave or operating on a different shift

DBS CHECK AND 2 X REFERENCES WILL BE REQUIRED***