



Island of Hoy Development Trust

JOB DESCRIPTION

JOB TITLE: CLEANER

OVERALL PURPOSE

To clean the community hall (YM) weekly.

SPECIFIC DUTIES

Tasks to include each week:

- To sweep and wash kitchen, lobby, corridor and .toilet floors
- To sweep and wash if necessary the Shore and meeting room
- To clean toilets, sinks and washbasins
- To empty bins, replace toilet rolls and hand wipes as required

In addition

- To check and order stores.
- To read electric and water meters monthly.
- To report any repairs required.
- To undertake any other duties deemed suitable as agreed.