**Supported employment – Housekeeper**

**Location**: 17 Hart Street, Maidstone, Kent, ME16

**Wage: Government minimum wage (£7.83)**

Paid into bank account monthly

**Hours**: Tuesday and Friday 1-4

**Tuesday**

Cleaning toilet areas, kitchen and waiting room

**Toilets**

* Spraying (cleanpro+ - fast acting antibacterial cleaner and disinfectant) and wiping walls with black window wiper
* Spraying (cleanpro+ - fast acting antibacterial cleaner and disinfectant) around the outside of toilet bowl
* Spraying (cleanpro+ - fast acting antibacterial cleaner and disinfectant) on the ledge above all toilets
* For inside of the toilet bowl use CIF and then using the toilet brush to get all around and then flush
* Wipe down all piping
* In disabled toilet wipe grab rails using (cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* Wipe all door handles with (cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* For flooring areas using the flat broom and sweep throughout and then in toilets mix a little of flash floor cleaner with boiling hot water and used the mop once rung out on floors but no further than the toilet area. Rinse out mop and bucket leaving outside the back door with mop standing beside the bucket with top end facing upwards
* Wiping down all skirting board

(**ALL TOILET JOBS TO BE COMPLETED WEARING BLACK GLOVES)**

**Kitchen**

* Cleaning inside of sink and draining board with (cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* Cleaning the electric hob with CIF and inside the electric oven
* Wiping down the kitchen sides, cupboard and draw fronts.
* Wiping down all skirting boards
* Wiping the floor when needed due to under floor heating with white linen Zoflora and water
* Emptying bin when needed and replacing black sack
* Wiping down window ledge
* For flooring areas using the flat broom and sweep throughout

(**ALL KITCHEN JOBS TO BE COMPLETED WEARING YELLOW GLOVES)**

**Waiting room**

* Polish and wipe down shelving area, and tables
* Wiping down seat arms and seats (if not fabric)
* Wiping down skirting boards and window ledge
* Cleaning window and doors with (cleanpro+ window and glass cleaner)
* For flooring areas using the flat broom and sweep throughout

**Fridays**

**Offices 1,2,3,4, training room and hallway/front door area**

**Offices 1,2,3,4**

* Wipe down window ledgeusing (cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* Wipe down desks removing anything from desks and then putting back after and all chairs using(cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* Sweep throughout using flat broom and collect all rubbish up with a dust pan and brush
* Wipe down front of all plug sockets and piping
* Emptying bins

**Training room**

* Wipe back of all chair, arm of chairs and table using (cleanpro+ - fast acting antibacterial cleaner and disinfectant)
* Wipe window ledge
* Empty bins
* Sweep throughout using flat broom and collect all rubbish up with a dust pan and brush
* Wipe down top and front of plug sockets
* Leave all seat facing forward ready for next training session

**Hallway**

* Sweep throughout hallway and collect all rubbish up with a dust pan and brush
* Wipe down bar and seating area
* Wipe down reception desk
* Wipe down top and front of plug sockets
* Hoover carpet in front door area

**Hoover flat broom at the end of every working day.**

(**ALL OFFICE JOBS TO BE COMPLETED WEARING YELLOW GLOVES)**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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