



Cleaner / Attendant Panel

CLEANER / ATTENDANT DUTIES – INCLUDE THE FOLLOWING

SCHOOL/FET CENTRE/CENTRE:	Within Limerick and Clare Education & Training Board Schools and Campuses
WEEKLY HOURS:	To be confirmed as vacancy arises
REPORTING TO:	School Principal / Deputy Principal / Centre Manager
SALARY:	€17.55 per hour, plus 8% holiday pay

JOB DESCRIPTION:

DAILY

- Daily sweeping/vacuuming/cleaning of surfaces and floors in classrooms, corridors, offices as necessary
- Daily cleaning, wiping and sweeping in canteen area and staff room after break and lunch
- Mopping and making safe any water or spills on floors
- Cleaning and maintenance of reception area
- Removal of paper from desk areas and the separation and disposal of waste
- Cleaning and disinfecting toilet areas
- Reporting any damage or hazards
- Responsibility for the safe storage of all keys, fobs, hazardous materials, cleaning equipment and tools
- Securing the School/FET Centre doors and windows on a daily basis
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WEEKLY

- Wiping down, dusting all window surfaces and removal of graffiti where necessary
- Thorough disinfecting and cleaning of toilet areas, urinals, toilet bowls and floors of toilet areas
- Cleaning offices including surfaces and floors
- Emptying the waste and recycling bins throughout the School/FET Centre
- Refuse bins to be left out for removal from premises
- Inspect all areas to identify problems needing attention
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MONTHLY

- Carry out a review of all areas for cleaning and upkeep to identify and plan cleaning on a scheduled basis
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GENERAL

- Responsibility for maintaining floor areas and surfaces to the highest standards of cleanliness and hygienic condition

- To support the School/FET Centres Green Policy of Recycling and Waste Disposal
- Preparation of Examination Centres as necessary
- Preparation of School/FET Centre premises for special occasions
- Ensure that the School/FET Centre is cleaned during holiday periods
- Flexibility with regard to rotating duties with colleagues
- Working as part of a team.

Any other duties as assigned from time to time by the Principal, Deputy Principal/designated teacher/Centre Manager