

THE GEORGIAN PEAKS CLUB

NIGHT CLEANER JOB DESCRIPTION

Date Reviewed: **October, 2016**

BASIC FUNCTION

To ensure a clean and hygienic environment for the Club's Members, Guests and Staff throughout the Club complex. The Night Cleaning Team also ensure that all items left by Members or Guests in the facilities are returned to the Member and Guest Services Office for pickup the following day.

MAJOR ACTIVITIES/TIME

1. Vacuuming, sweeping and mopping of floors	40%
2. Cleaning and sterilizing of washrooms	25%
3. Cleaning of glass surfaces: doors and windows	5%
4. Wiping tabletops, chairs, and rearranging same	5%
5. Janitorial room maintenance	5%
6. Garbage disposal	10%
7. Washing, drying and folding of laundry	5%
8. Maintenance of towel, soap and toilet paper dispensers	5%

RELATIONSHIPS

In order to perform this job effectively, the Night Cleaner must be in contact with Staff and Management from many departments, and all cleaning equipment.

CRITICAL RESULTS

1. Ensure that all floor surfaces are cleaned in an efficient, safe and practical manner.
2. Ensure that guest and staff washrooms are hygienic and odour-free, with soap and paper products fully stocked.
3. Ensure the cleanliness of the common areas, including glass surfaces of windows and doors.
4. Ensure the table tops, chairs and counter tops are stain free and sanitised.
5. Ensure proper storage of supplies, chemicals and equipment, so that Members are not subjected to any risk.
6. All garbage containers and recyclable bins are empty, clean and odor free.

CONSEQUENCES

1. Failure to provide clean facilities provides Members and Guests with a poor feeling about our standards of cleanliness.
2. Failure to provide Members, Guests and Staff with a safe environment.
3. Failure to provide Members, Guests and Staff with an appetising environment conducive to food consumption and enjoyment of the Club facilities.

KNOWLEDGE & EDUCATION

High school education and a very strong cleaning work ethic and pride

DAILY DUTIES

- be ready to start work at time scheduled, not later.
- enter starting time on timecard.
- vacuum all carpeted floors and sweep and mop all non-carpeted floors.
- empty all garbage and recyclable containers, clean if necessary and refill with new garbage bags, where appropriate.
- in washrooms (guest and employee), clean and sanitize all toilet bowls, and urinals; clean all tiled surfaces, counter tops, sinks, taps, and mirrors; check walls and stalls for marks, and remove; empty and replace bags in all sanitary disposal units in women's washrooms; refill all soap, paper towel, and toilet paper dispensers for the following day.
- check and clean all glass surfaces of doors and windows as needed.

- inspect all tables and chairs for stains and wipe where necessary; rearrange same if required
- maintain the janitorial room in a clean, orderly and safe manner; ensure proper use of protective equipment, when using hazardous chemicals.
- wash, dry and fold all laundry placed in the janitorial room.
- respond to special requests by other departments, which are usually passed on to the Supervisor.
- advise Supervisor of any inventory shortages or potential.
- if you encounter any mechanical or electrical problem, do not attempt to repair it yourself. All service to equipment should be done by qualified staff only. Report any problems with equipment to Supervisor.
- complete your timecard and let Supervisor know that you are leaving.

WHEN YOU FINISH YOUR SHIFT, BE PROUD THAT ALTHOUGH YOU WORK UNSEEN, THE QUALITY WORK THAT YOU DO HAS A MAJOR AFFECT ON MEMBERS, GUESTS AND EMPLOYEES WHO USE THE CLUB FACILITIES THE FOLLOWING DAY.