



**The Parish of
Swindon
New Town**

S. Aldhelm's Centre
Edgeware Road
Swindon, SN1 1QS
01793 538220
office@psnt.uk

JOB DESCRIPTION

TITLE: Cleaner at S. Aldhelm's Centre & S. Mark's Church Hall

BASIC PURPOSE AND

PRIMARY OBJECTIVES: To ensure that S. Aldhelm's Centre & S. Mark's church hall are kept clean and tidy.

REPORTING TO: The Parish Administrator and the Churchwarden
c/o Parish Office
S. Aldhelm's Centre
Edgeware Road
SWINDON
SN1 1QS
office@psnt.uk
01793 538220

HOURS OF WORK: 5 hours per week. (3 at SA and 2 at SM) as agreed with Parish Administrator and S. Mark's Churchwarden

MAIN DUTIES:

1. Clean sinks, basins, toilets, and urinals.
2. Replenish paper towels and toilet roll.
3. Sweep and mop the hall, kitchen, and toilet floors.
4. Vacuum the entrance area, office, and chapel.
5. Make sure chairs and tables are stacked safely.
6. Wipe or dust surfaces as required.
7. Ensure all areas are left tidy.
8. Empty bins.

Any Ad Hoc duties as requested by the Parish Administrator or S. Mark's Churchwarden