

POSITION: In-house Cleaner

REPORTING TO: Transport Administrator

JOB PURPOSE:

The role of the Housekeeper is to successfully oversee the entire housekeeping operation on a daily basis, looking after all public areas of Eastern Concrete LTD. To provide a high standard of cleaning across Eastern Concrete LTD, by maintaining an efficient, effective and hygienic working environment.

MAIN DUTIES & RESPONSIBILITIES:

General

- Perform general cleaning tasks such as sweeping, mopping, vacuuming, and dusting.
- Clean and sanitise restrooms, tearooms, kitchen areas and replenish supplies as needed.
- Empty and dispose rubbish bins.
- Clean windows, mirrors, and other glass surfaces.
- Maintain cleanliness in areas such as offices, board rooms and lobbies.

Equipment and uniform provided

Start date: 7th May 2025

Part Time: 25 hours a week – 5 days per week Monday to Friday – Office hours

Employee Benefits:

- Free on-site parking
- Company pension