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## **Operations**

### **I. Responsibilities**

- Cleaning certain parts of the retreat or rink
- Vacuuming carpeted areas and mopping floors
- Sweeping uncarpeted areas
- Emptying and cleaning bins
- Spot cleaning of spillages
- Cleaning desks, seats and other items in classrooms
- Cleaning toilet areas and replenishing toiletries
- Cleaning doors and windows
- Checking stock levels of cleaning materials
- Any outdoor tasks

### **II. Skills and experience you will need**

- A reasonable level of fitness
- Punctual, reliable and trustworthy
- Able to manage time effectively
- Ability to work both alone and in a team
- Awareness of health and safety procedures
- Reading skills for following instructions
- Math skills for measuring cleaning fluids