

Cleaning Job Description

Job title: Part Time Cleaner

Hours: 16 hours per week, flexible

Application deadline: Monday 30th June 2025

Marklew Productions Ltd are looking for a part time cleaner to clean and maintain cleanliness of the building. Areas include kitchen, bathroom, lounge, green room, corridor, film studio, and office area.

Cleaners are expected to fulfil certain duties and responsibilities. These duties include but are not limited to:

- Dusting, sweeping, vacuuming, and mopping surfaces in their work area including living/working areas, bathrooms, kitchens, film studio and supply closets.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Washing kitchen napkins, floor rags and dusters
- Maintaining cleaning products and ordering new supplies when necessary
- Taking out the garbage
- Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sinks
- Conducting monthly disinfection and deep cleaning
- Maintaining Material Safety Data Sheets (MSDSs) and compliance with universal precautions.

Requirements for this job include:

- Excellent organisation and housekeeping skills
- In-depth knowledge of cleaning solution and their uses
- Working knowledge of health and safety standards in their industry
- Ability to work well under pressure.
- Flexible to work schedules around studio shoots.
- Great physical fitness and ability to stand for long hours.
- Excellent interpersonal and customer service skills
- Working knowledge of the English language

Benefits:

- Free parking on site
- Company pension
- Holiday entitlement
- Sick day entitlement
- Maternity leave entitlement
- Overtime available

No recruitment agencies or cleaning companies. To apply, please send your CV and cover letter to opportunities@marklewproductions.com by Monday 30th June, midday.