



NEPEAN FOOTBALL ASSOCIATION INC

CONTRACT CLEANER WANTED

Nepean Football Association needs an office cleaner.

REGULARITY

We'd need you to clean our administration office, located at Unit 9/51 York Road, South Penrith on a **weekly basis**. Preferably on a Monday or Tuesday morning (after 9am) or a Friday afternoon (to finish by 5pm). We envisage approx. 2 hours work (based on previous cleaner who was with us for 15 years), though some weeks may be slightly more or less. Flexibility is key!

DUTIES

BATHROOMS

- Clean Male & Female toilets including wipe down of all surfaces, sinks, toilet bowls, lids, seats, door handles etc.
- Sweep/Vacuum Floors
- Wash Floors
- Empty Bins and insert new liners.
- Clear any cobwebs out of corners and window recesses.

KITCHEN

- Wash & dry any equipment in sink area.
- Wash and wipe down all surfaces, splashback areas, walls behind benches, door handles etc.
- Wipe down any kitchen equipment including front of fridge, microwave, water filter etc.
- Empty Bins and insert new liners.
- Sweep/Vacuum Floors
- Wash Floors



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OFFICES

We have three separate office areas, one, known as the “Club Meeting Room” and the other is the “Front Office”. The third area is the Boardroom, which is the only upstairs area in our building.

- Vacuum all carpeted areas. We'd prefer a vacuum with a HEPA filter if possible.
- There is a flight of stairs leading up to the boardroom which also need to be vacuumed each week.
- Staff will be asked to clear as much of their desks as is possible before your visit, however, if they don't clear their desk, we don't expect you to clean/polish their desk area (they will do it themselves).
- Wipe down the surfaces of any general equipment and shelves where possible.
- Empty Bins
- Clear any cobwebs from window recesses and ceiling corners etc.
- Wipe down alarm pads, light switches and door handles with a moist antibacterial wipe.
- Wet wipe-down handrail of staircase bannister
- Every 3 months dust all framed items on walls and TV screens.

BREAKOUT AREA

Our breakout area is a general area used for storage or occasional passage to meeting room. It's used as a breakout area when we have large gatherings. It holds equipment in cupboards, and our recycling & general waste bin.

- Sweep or vacuum floors.
- Wash Floors
- Empty any bins if required.
- Wipe down sign in desk and other surfaces.



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WINDOWS & BLINDS

Twice a year clean (vacuum or wipe-down) blinds and wash window surfaces that you can easily reach. We are happy for this extra work to be charged separately to the weekly clean.

We'd like your quote to reflect the weekly price of this clean. If you'd like to inspect our offices to get a better idea of the work, please contact us on 4731 2911 to make an appointment during business hours.

Please send your quote via email to

Linda Cerone
CEO
Nepean Football Inc
E: employment@nepeanfootball.com.au

We look forward to hearing from you soon. Quote submissions will close on Friday 19th March 2021