



Task Description

Facility Cleaner

The purpose of this role is to provide: General cleaning of the club facilities

Goal of the volunteer role: To assist the club management and committee in providing a quality GymSports experience for all, with clean and hygienic facilities for our members

The location of the work will be: Gymnastica Gym Club - Strandon Facility

The tasks:

<p>Main Gymnasium</p>	<ul style="list-style-type: none"> • Vacuum tumble mats and carpeted areas • As necessary remove and clean bird droppings from mats and equipment • Mop/wipe down vinyl matting as required • Wipe down shelving • Remove any rubbish
<p>Bathroom and Changing Room</p>	<ul style="list-style-type: none"> • Wipe down all surfaces • Disinfect toilet bowl • Disinfect the wash basin and taps • Mop the floor • Empty rubbish bin, wipe down inside of bin with disinfectant and replace plastic bag • Ensure toilet roll, soap and air freshener are replaced as required • Replace towel
<p>Foyer, Gymnast & Waiting areas</p>	<ul style="list-style-type: none"> • Vacuum all areas • Tidy books and cushions • Wipe down all surfaces, including window ledges, skirting boards and furniture • Check rubbish bin, empty as necessary and wipe down inside with disinfectant • Remove rubbish as required • Remove any drink bottles and lost property items
<p>Kitchen</p>	<ul style="list-style-type: none"> • Mop floor • Wipe down all surfaces including window ledges, skirting boards and appliances • Check rubbish bin, empty as necessary and wipe down inside with disinfectant
<p>Office</p>	<ul style="list-style-type: none"> • Vacuum floor • Wipe down all surfaces including window ledges, skirting boards and desks • Empty rubbish bin and replace plastic bag



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General	<ul style="list-style-type: none">• Empty vacuum cleaner into plastic bag and seal before placing into rubbish bin• Check the vacuum cleaner head for items wrapped around the brushes• Once a month rinse the vacuum cleaner filter• Advise the club office of any cleaning items that need replacement or purchasing• Other duties as required and mutually agreed upon
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Skills and Knowledge Required:

- Physically able to perform tasks
- Ability to communicate with others (staff and volunteers)
- Ability to cooperate with others
- Enthusiastic

Reports to: Club Manager

Time Required: 1- 2 hours per day as scheduled with the club manager

Orientation and Training Provided:

- On-the-job
- Walk through of tasks and review on 6 monthly basis

Other Resources and Support:

- Support and advice from other volunteers and staff members.
- Worksafe NZ

Benefits to the Volunteer:

- Opportunity to acquire skills in communication
- Possible reference for resume