



Cefnogi Trydydd  
Sector **Cymru**

Third Sector  
Support **Wales**

DVSC is looking for a Living Wage contract cleaner to provide cleaning services in respect of the Naylor Leyland Centre, Ruthin and to keep the building clean and adequately equipped before each letting. This will be a service contract and will involve invoicing DVSC for a fixed sum per month including labour time and cleaning products. The successful applicant will need to provide public liability insurance.

Duties to include:

- Undertake daily cleaning duties as follows – empty bins and dispose of rubbish; clean toilets; clean kitchens and make sure the two main rooms for hire are tidy and presentable
- Undertake periodic cleaning duties as follows - Hoover all floors; wipe and dust tables and desks (where possible); wipe and dust window sills; wiping doors; skirting, radiators and other paintwork
- Record and report loss or breakage of cutlery, crockery, furniture, equipment etc as it occurs
- Comply with all requirements relating to Health and Safety as may from time to time be specified in line with DVSC's Health and Safety Policy and Procedures, and legal requirements
- Produce a cleaning rota outlining daily and weekly duties, which will be displayed visibly to enable customer feedback in relevant places

**Please send your quotes, CV and copies of your public liability insurance to Damon Jones, DVSC's Membership and Business Support Administrator by no later than 3 July.**

**If you are interested in a site visit to make an assessment of the time needed to perform these duties Damon is happy to facilitate this.**

**Subject to success in winning the contract, DVSC will be happy to provide Health and Safety training to the contractor, and provide an induction**