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Position	Office Cleaner		
Reports to	Office Manager	Location	Inverurie
Reference number			
Prepared by	Julie Wilken	Date	04.10.11
Approved by	Brian Ritchie		

**Purpose:**

To provide an efficient and effective cleaning service within the Inverurie Office.

To promote a high standard of hygiene within an office working environment such as;

Cleaning the kitchen, work surfaces, bins, canteen area and toilets.  
Vacuuming and dusting throughout the offices.

Part Time (6 hours per week, between 3pm and 5pm, Monday – Friday)

**CLOSING DATE – 28.10.11**

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Please apply in writing to:- Julie Wilken  
Office Manager  
Denholm MacNamee Ltd  
Souterford Avenue  
Inverurie Business Park  
Inverurie  
AB51 0ZJ

[julie.wilken@denholm-macnamee.com](mailto:julie.wilken@denholm-macnamee.com)