

Wendy Harris

Cleaner

AREAS OF EXPERTISE

Knowledge of COSHH

Vacuuming

Health & Safety

Polishing

Recycling

Dusting

Cleaning chemicals

PROFESSIONAL

Basic food & safety certificate

CRB

PERSONAL SKILLS

Communication skills

Attention to detail

PERSONAL DETAILS

*Wendy Harris
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A talented, enthusiastic and competent cleaner who has experience of the daily cleaning of all areas within both commercial & residential buildings. Helping to make a pleasant environment for both staff & customers. Having a 'can do' attitude and able to ensure that all environments are kept clean and tidy to a high standard. Physically fit and able to perform demanding duties such as lifting, pushing and pulling objects, bending and kneeling down. Now looking for a new and challenging position, one which will make best use of existing skills and experience and also further my personal and professional development.

WORK EXPERIENCE

Cleaning Contractor – Coventry

CLEANER June 2008 - Present

Working as part of a team and responsible for various cleaning duties to ensure the cleanliness of the building. Complying with all proper safety policies and procedures when using cleaning chemicals. Making sure that COSHH regulations are adhered to on the use of chemicals, protective clothing and equipment.

Duties:

- Cleaning of offices & furniture by hoovering, dusting and polishing.
- Taking away clothes and cloth material for dry cleaning.
- Training new employees in cleaning procedures.
- Ensuring the hallway, stairs and windows are cleaned to a high standard.
- Responsible for mopping, sweeping, brushing & vacuuming.
- Washing dishes in the kitchen and replenishing kitchen supplies.
- Making sure windows and doors are securely closed.
- The emptying of all waste bins and removing waste to designated areas.
- Attend monthly team meetings with managers to give feedback.
- Cleaning offices, reception area and also washrooms and lavatories.
- Cleaning and dusting of all interior surfaces, fixtures and fittings.
- Maintaining a safe and secure working environment.
- Mopping & disinfecting all WC floor surfaces and replenishing bathroom supplies.

KEY SKILLS AND COMPETENCIES

- Passion about hygiene, flexible, reliable and be able to work at a fast pace.
- Reporting any defective equipment or safety concerns to the Cleaning Supervisor.
- Experience of cleaning public areas in a retail environment.
- Can work well in a busy and demanding environment.
- Possessing own car and able to work shifts including early mornings and nights.
- Experience of cleaning both offices and also factories.
- Can communicate effectively at all levels.

ACADEMIC QUALIFICATIONS

NVQ Level 2: Building Cleaning

Nuneaton Central College 2006 - 2008

GCSE: Maths (A) English (B) Technology (B) Science (C)

Coventry Central School 2000 - 2005

REFERENCES – Available on request.

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