



Top Hex Ltd  
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[info@tophex.co.uk](mailto:info@tophex.co.uk)

## JOB DESCRIPTION

**Job Title:** Cleaner

**Reporting to:** HR Manager

**Salary:** £6.10 per hour

**Hours:** 8 hours per week  
Specific hours by agreement, within the following working hours: 8.30am – 4.30pm  
(Monday-Thursday), 8.30am – 2.00pm (Friday).

**Annual leave:** 30 days per year pro-rated (including public holidays).

### The Company:

Top Hex is a thriving, technology company providing electronic solutions to clients across a range of industries. We design and develop electronic equipment, and then we make it! We are a family friendly employer and can show flexibility with regard to hours and holidays. All cleaning products will be provided by the company.

### The Person:

An ideal candidate will have an enthusiastic and flexible outlook. Clear verbal communication is a must. You should be able to work independently, with a good work ethic. An attention to detail is important to the role.

### Job Description:

The office building is a new build and to keep it presentable, the following tasks are required:

- Clean kitchen, load dishwasher and wash-up
- Kitchen and bathroom cleaning
- Vacuuming throughout
- Mop downstairs floor
- Polishing windowsills, desks, table in the visitor area and the lunch table
- Clean glass windows (inside only)
- Watering plants and emptying bins

**To apply for the position:** email your CV and a covering letter to [vacancies@tophex.co.uk](mailto:vacancies@tophex.co.uk) or post to the address shown above, for the attention of Sallyann Woodthorpe, HR Manager.

For more information or for further questions call 01480 456200.

**Closing date:** 28<sup>th</sup> November 2011.