



Sun-Shine Cleaning Services

High Quality Cleaning and Professional Key Holding Services
for Private Homes, Holiday Rentals and all Commercial Premises

Telephone: (+34) 643 76 15 82

Web: www.sun-shinecleaningservices.com

Email: sunshinecleaning.es@gmail.com

Job Description – Part-Time / Casual Cleaner

About Us.

Sun-Shine Cleaning Services are one of the fastest growing Cleaning and Key Holding Services on the Costa Blanca. We provide a range of quality services to both commercial and private clients. Our service area covers anywhere within a 40km radius of Torrevieja.

We have build-up a hard-earned reputation for delivering a high-quality service at a cost-effective price, as such, many of our clients are repeat business who insist on a high standard.

We are currently seeking a dynamic, hard-working, trustworthy person to undertake a range of duties on a 'ad-hoc' basis. These duties may include the following.

- General cleaning duties in private homes.
- General cleaning duties in commercial premises.
- Holiday Rental 'Change-Over' cleaning between holiday rentals (including laundry of bedding and towels)
- Meet guests arriving for holiday to hand over keys and undertake a property tour.
- Collect keys from departing guests upon completion of their holidays.

About You.

You will have previous cleaning experience within a commercial sector and have a keen eye for attention to detail. You will be trustworthy and reliable and be able to undertake cleaning assignments as various times throughout the day and occasional weekends with prior notice and agreement.

You will have your own transport which will be fully roadworthy under Spanish legal requirements – See the DGT website.

As the role is a casual, part-time position, you will be required to make your own arrangement for the **payment of any taxes** due; Sun-Shine Cleaning Service will take no financial responsibility for payment of taxes or insurances.

You will be required to always carry your own mobile phone during assignments for reasons of communication and security.



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Team Members Payment Policy

(With effect as of 1st September 2023 to 1st April 2024)

Private Home Cleaning Service		
Bedrooms	Standard Clean	Deep Clean (Gold)
1	35.00€	50.00€
2	40.00€	60.00€
3	45.00€	70.00€
4	30.00€ (2-person job)	50.00€ (2-person job)
5	30.00€ (2-person job)	50.00€ (2-person job)
6	30.00€ (2-person job)	50.00€ (2-person job)

Holiday Rental Change-Over Cleaning Service	
Bedrooms	Payment
1	35.00€
2	38.00€
3	40.00€
4	60.00€ - 1 Person Clean 35.00€ - 2 Person Clean
5	40.00€ per person (2-person job)
6	45.00€ per person (2-person job)

Laundry: We have added an electronic 'Laundry Removal Sheet' for team members to use. If you haven't got this, please request the link.

Photographs and Cleaning Completion Forms: A cleaning 'job' will not be deemed as completed and no payments made until we have received photographs of the completed clean and a detailed 'cleaning completion form' has been received. We will not chase these up from Team Members.



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Guest Check In's and Check Out's Service (Payments only made upon completion of guest check in being completed)		
Guest arrival from completion of the clean	Payment Made to Staff (7.00am to 9.00pm)	Payment Made to Staff (9.01pm to 6.59am)
Guests arrived after completion of the clean and within the allocated 45-minute window.	0.00€	10.00€
After 45 minutes have expired	20.00€ per hour (or part of)	25.00€ per hour (or part of)
Where no clean has been completed and staff have gone solely for the purpose of a guest check in	20.00€	35.00€

The cleaning completion form has been adjusted to ask about guest arrival times; we appreciate this is open to possible 'misleading' information being entered but we trust staff will ensure the correct and accurate times are issued.

Commercial Cleaning Service (Unless other agreements have been made)			
7.00am - 7.00pm	12.50€ per hour	7.01pm – 6.59am	15.50€ per hour

Due to ever increasing bank charges, any payments owed by Sun-Shine Cleaning Services with a value of 12.50€ or less will be added on to the following weeks' pay.

Should you have any queries or questions, please contact **Phil** directly on +34 643761582.

Disputes. Should you encounter any issues on the day of each assignment, please call Phil Taylor immediately on +34 643 76 15 82.

Term of Agreement. This role is on a 'casual, part-time' basis. A two week notice of ending this agreement is required and will be given by each party.

Client Confidentiality. Under no circumstances are you permitted to take any photographs inside customer property nor share information on access to the property. You are not permitted to work either directly, or indirectly, with any customers of Sun-Shine Cleaning Services for a period of 6 months upon ending this agreement. Under no circumstances may you share confidential information with any clients such as, wages, other clients, charges etc.

Health and Safety. You must never put yourself, or others, at risk during your assignments. Customers are required to ensure they always provide a safe working environment. If you feel something is creating a risk to your well-being, please call Phil Taylor on the above number.