

# Cleaning Employee Contract Template

## Employee Details

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Information: \_\_\_\_\_
- Position Hired For: \_\_\_\_\_
- Employment Type:  Full-Time  Part-Time  Temporary

## Employment Terms

1. Job Duties and Responsibilities:
  - Outline of tasks assigned per cleaning schedule.
2. Work Hours:
  - Expected Days: \_\_\_\_\_
  - Shift Hours: \_\_\_\_\_
  - Overtime Policy:  Yes  No

## Compensation and Benefits

Compensation Type	Amount	Frequency	Total Cost
Hourly Wage			
Overtime Rate			
Other (Specify):			

## Performance and Conduct

- Dress Code: \_\_\_\_\_

- **Reporting Hierarchy:**

\_\_\_\_\_

- **Safety Compliance:**

\_\_\_\_\_

### **Termination Terms**

- **Termination Grounds:** \_\_\_\_\_
- **Notice Period Requirement:** \_\_\_\_\_
- **Final Settlement Terms:** \_\_\_\_\_

### **Acknowledgment of Contract Terms**

I, [Employee's Name], understand and agree to the terms outlined in this contract.

**Employee Signature:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_