

JOB DESCRIPTION CENTRE CLEANER

Hours:	15 hours per week
Reports to:	Facilities Manager
Salary:	Real Living Wage Currently £9.50 per hour

ROLE OVERVIEW

General cleaning duties including the maintenance of all floors, cleaning and dusting of furniture and fittings in all designated areas including the reception, meeting rooms and main halls, cleaning and disinfecting of toilets and kitchen areas.

The range of cleaning duties includes washing, sweeping, vacuum cleaning, emptying bins, polishing and dusting of designated areas, fixtures and fittings using where necessary powered equipment.

Key Responsibilities

Café Area

- Wipe all surfaces including chairs with a damp cloth
- Clean and maintain vinyl floor including use of floor buffer
- Empty bins

Conference/Training Rooms

- Wipe all surfaces with a damp cloth
- Clean and maintain vinyl flooring including use of floor buffer
- Vacuum
- Clean skirting and window ledges
- Clean internal glass doors and partitions
- Empty bins

Kitchens and Toilets

- Wipe all surfaces
- Sweep and mop the floors
- Clean sinks, taps, draining board and basins
- Clean each toilet and cubicle thoroughly
- Clean skirtings and window ledges
- Cleaning of fridges, microwaves and cooker where applicable

- Replenish consumables e.g. soap, toilet rolls, hand towels
- Empty bins

Communal Areas

- Dust/polish all surfaces including equipment/furniture
- Clean internal glass doors and partitions
- Clean skirtings and window ledges
- Clean and maintain vinyl flooring
- Empty bins

Cleaning Stock Maintenance

- Notify administration via log book when materials are running low
- Notify administration via log book of any items that require cleaning/maintenance
- Keep the COSH cupboard secure, clean and tidy and ensure all materials are stored safely

Security

- Act as keyholder for the building if required
- Take responsibility for the security of the building ensuring all doors and windows are secure before exit

General Accountabilities

- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training
- To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
- As the North Smethwick Development Trust is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Health and Safety Policy of North Smethwick Development Trust.
- To comply with the North Smethwick Development Trust Equality and Diversity Policy in Service Delivery thereby promoting a fair and quality service to all.
- To ensure that all information received and given out, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.

Person Specification

Skills and Experience	Essential/Desirable
Experience of cleaning in a commercial cleaning environment and demonstrate that you must have good attention to detail	E
Customer service experience	D
You will need to be able to use chemical cleaning products and electrical cleaning equipment with a clear understanding of H&S requirements	E

Be physically fit and comply with manual handling rules	E
Able to communicate well	E
Ability to work as part of a small team whilst also working independently	E
Committed to values of the North Smethwick Development Trust	E
Able to demonstrate organisational skills and good time management, Efficiency and flexibility are essential	D

Online description