

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post:	Cleaner
Job Purpose:	To carry out cleaning duties inside and outside the Greenway Centre and other sites as required
Responsible to:	Facilities Manager
Salary:	£9.90 per hour
Hours:	12 hours a week: Monday and Tuesday 11:00am – 2:00pm, Saturday and Sunday 7:00am to 10:00am



Roles and Responsibilities:

1. Specific duties

- Perform cleaning duties as per daily / weekly schedules and in an efficient, professional and courteous manner.
- To undertake cleaning of the building interior, including corridors, stairwells and cleaning or furniture, fittings, equipment, carpets, toilets and showers.
- To ensure outdoor areas are kept free of litter, clean & tidy.
- In liaison with the Facilities Team Leader, ensure the highest standard of Health and Safety at all times including ensuring hazard signage is correctly positioned and that all cleaning materials are stored safely.
- To keep washroom/toilets supplied with all necessary materials and maintain records of all cleaning materials and advise the Facilities team Leader of orders required.
- Maintain regular consistent and professional attendance, personal appearance, and adherence to relevant health & safety procedures.

- Maintaining positive relationships with all users of the facilities including staff and tenants.
- Unlock and lock up the building as required.

2. General Duties

- Have a flexible working approach which will require evenings, weekends and shift work.
- To comply with all Southmead Development Trust's policies and procedures.
- To model and encourage our values of positivity, integrity, excellence, welcoming, entrepreneurial, and fulfil the wider vision of the Southmead Development Trust.
- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
- Any other duties as and when required.

Person Specification

Post Title: Cleaner, Facilities Team			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> Any certified cleaning course of basic cleaning or COSHH Training First Aid qualification 	CV and Cover Letter/Email
Experience	<ul style="list-style-type: none"> Of working in a similar position Of working with people 	<ul style="list-style-type: none"> Of cleaning a large public building Working in Health and Social Care sector or for a charity 	CV and Cover Letter/Email Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> Physically fit Customer service skills e.g. polite and professional Awareness of Health & Safety 	<ul style="list-style-type: none"> Confident in dealings with people. Knowledge of Southmead and the issues facing local residents 	Interview
Attitude	<ul style="list-style-type: none"> Honest Punctual Portray an appropriate welcoming atmosphere to staff and visitors A professional and courteous approach when interacting with all people, including customers, tenants and other staff Ability to problem solve and work using initiative Demonstrates commitment to continued professional development Personal drive for excellence in all things 	<ul style="list-style-type: none"> Active desire for professional development Knowledge of Southmead and the issues facing local residents 	Interview