



## Cleaner

### *Job Description*

<b>Service:</b>	<i>Central team</i>
<b>Job Title:</b>	<i>Cleaner</i>
<b>Reports To:</b>	<i>Head of Premises and Estates</i>
<b>Location:</b>	<i>Thistle Park - Bridgwater</i>
<b>Main Purpose of Post:</b>	
<ul style="list-style-type: none"> <li>To maintain a clean, safe, and hygienic environment by carrying out cleaning duties to a high standard, ensuring all areas are welcoming and compliant with health and safety requirements.</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<p>This is not an exhaustive list of tasks/functions but a broad overview of responsibilities and duties.</p> <ul style="list-style-type: none"> <li>Clean and maintain designated areas, including offices, communal areas, workshop, toilets, kitchens, and meeting rooms</li> <li>Sweep, mop and vacuum floors</li> <li>Empty bins and dispose of waste appropriately</li> <li>Clean and sanitise surfaces, fixtures, and fittings</li> <li>Clean and sanitise toilets</li> <li>Refill consumables such as soap, paper towels, and toilet roll</li> <li>Follow health and safety procedures, including the safe use of cleaning chemicals and equipment</li> <li>Report any maintenance issues, damage, or hazards to the appropriate person</li> <li>Lock and secure premises when required</li> <li>Work efficiently and respectfully around staff, visitors, and service users</li> </ul>	
<b>Additional Information</b>	
<p>A basic DBS clearance is required as post holder will be responsible for overseeing financial controls. This post is exempt from the Rehabilitation of Offenders Acts.</p> <p>The post is remunerated at National Minimum Wage Level and is for 5 - 1 hour per day per week</p> <p>Holiday entitlement is 27 days, plus 8 Bank Holidays (pro rata for part time staff), with an additional 5 days after 5 years service (pro rata for part time staff).</p>	

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Qualifications
<p><b>Essential –</b></p> <ul style="list-style-type: none"><li>• Ability to work independently and manage time effectively</li><li>• Attention to detail and a commitment to high cleaning standards</li><li>• Understanding of basic health and safety requirements</li><li>• Reliable, punctual, and trustworthy</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Previous cleaning experience (though training can be provided)</li><li>• Knowledge of COSHH and safe use of cleaning products</li></ul>
Experience
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Considerable experience working in a similar role;</li><li>• Strong working knowledge of statutory, regulatory, policy and contractual frameworks and returns;</li><li>• Excellent research, analytical and problem-solving ability;</li><li>• High level of ICT literacy and confidence</li><li>• Communication and presentation skills; able to communicate specialist, complex and technical information to a range of audiences;</li><li>• Negotiation;</li><li>• Team work;</li><li>• Line management and supervision of staff</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Working in the charity, youth or mental health sectors.</li><li>• Project management.</li></ul>