



Cleaner

Job Description

Service:	<i>Central team</i>
Job Title:	<i>Cleaner</i>
Reports To:	<i>Head of Premises and Estates</i>
Location:	<i>Thistle Park - Bridgwater</i>
Main Purpose of Post:	
<ul style="list-style-type: none">• 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.	
Main Responsibilities and Duties:	
<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">• Clean and maintain designated areas, including offices, communal areas, workshop, toilets, kitchens, and meeting rooms• Sweep, mop and vacuum floors• Empty bins and dispose of waste appropriately• Clean and sanitise surfaces, fixtures, and fittings• Clean and sanitise toilets• Refill consumables such as soap, paper towels, and toilet roll• Follow health and safety procedures, including the safe use of cleaning chemicals and equipment• Report any maintenance issues, damage, or hazards to the appropriate person• Lock and secure premises when required• Work efficiently and respectfully around staff, visitors, and service users	
Additional Information	
<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>	

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