



Job description Cleaner

Responsible to: Office Supervisor

Responsible for: N/A

Job Purpose: To clean and remove litter from sites including both public and private areas of buildings are safe and any maintenance issues are reported

Key responsibilities:

Main

1. Clean designated areas (including dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, toilets, accessible windows etc.).
2. Ensure bin areas are kept clean and tidy
3. Report any maintenance tasks required in the building.
4. Report any excessive damage or mess.
5. Stock and maintain toilets and supply rooms.
6. Order materials through management for supplies and cleaning equipment.
7. Ensure the property is kept in a safe condition and report issues.

General

1. Working according to the policies and guidelines of the organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification Cleaner

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding:		
Skills & Abilities: Good interpersonal skills. Good communication skills. Ability to work independently and as part of a team.	Essential Essential Essential	Interview Interview Interview
Personal Attributes: Self-motivated. Flexible in approach. Reliable. Honest.	Essential Essential Essential Essential	Interview Interview Reference & Interview Reference