

Job Description: Cleaner (draft)

Post title: Cleaner

Contract type: Temporary, fixed term for 6 months

Hours of work: 6 hours per week, over 2 days. Working days are Tuesday and Thursday, 1:30 - 4:30 pm. (3 hours per shift)

Managed by: Operations Manager

Summary

To undertake a range of cleaning duties throughout the centre, communal, and staff areas. You will be responsible for the overall standard of presentation of the centre and will ensure the highest quality in terms of cleanliness and presentation is achieved and be able to take pride in the contribution you make to the services we offer.

Main duties and Responsibilities

- Clean and restock the centre areas, including, but not exclusively, dusting, sweeping, vacuuming, mopping, disinfecting, toilet cleaning, emptying dustbins, deep cleaning, etc.
- Document your activities so that an up-to-date cleaning schedule can be maintained across the wider team.
- Carry out heavy cleaning tasks as directed by your line manager.
- Notify management of any repairs needed and make suggestions on improvements and efficiencies that can be made in your role.
- Attend any job-related training that will help you with undertaking the tasks to the highest standards.
- Use, stock, and maintain cleaning supplies according to COSHH standards, ensuring that cleaning supplies are used as instructed with health and safety in mind.
- Follow all health and safety regulations, documenting accidents and near-misses that may occur.

Additional Responsibilities

- Attend team meetings, training sessions and other meetings as required.
- Undertake other tasks to meet the needs of the organisation under the direction of the line manager
- Cooperate with the wider team to help Rainbow Haven thrive as an organisation.