

JOB DESCRIPTION

Job Title: Cleaner

Reports to: Residential Deputy Manger

Location: Bridge and Biscot house – Across both locations which are located in the LU3 area

Salary: Minimum wage

Hours: 8 hours in total between Monday to Friday. Times are negotiable

JOB PURPOSE:

The Social Interest Group (SIG) is a dynamic charitable business with bold ambition.

Under the direction of the Deputy Manager you will provide a clean, hygienic and welcoming environment which meets specified cleaning standards.

Penrose is committed to safeguarding and promoting the welfare of vulnerable adults and applicants must be willing to undergo checks with past employers and complete a DBS application.

AUTHORITIES:

- As delegated by Deputy Manager

ACCOUNTABILITIES:

- Understanding and adhere to health and safety requirements
- Attending relevant training where required
- Taking stock of cleaning products and storing in a safe way
- Meeting delegated deadlines within a timely manner
- To maintain high standards of cleanliness and tidiness throughout their areas of responsibility.
- Report any maintenance issues within a timely manner.

KEY AREAS OF RESPONSIBILITIES:

Take responsibility for ensuring that specific areas of the house are clean;

- Dusting and cleaning all ledges, window frames, surfaces, worktops, doors and walls
- Polishing furniture, internal woodwork and artefacts
- Sweep/h Hoover and mop floors
- Cleaning desk surfaces
- Cleaning internal windows and mirrors
- Cleaning lavatories, showers, baths, wash hand basins and other sanitary areas
- Emptying rubbish bins and conveying rubbish bags to the rubbish point
- Emptying recycling bins as required

Equal Opportunities

- Ensure consistent and effective implementation of SIG's Equal Opportunities & Diversity policy and procedures
- Positively promote an environment within the SIG which respects and values the diversity of both staff and service users.

Other Responsibilities and Duties as Required

Please note that this job description is subject to change (following consultation) depending on the needs of the organization

Person specification

Qualities we look for in cleaning staff are:

- Proactivity and the ability to work independently with minimal supervision
- Knowledge of health and safety standards and the ability to handle cleaning chemicals safely
- Excellent time management skills.
- Ability to multitask and maintain schedule
- To be honest and trustworthy
- To have integrity
- To be a team player
- To be reliable
- To be self-motivated

Key competencies:

Competency	Definition	Level
Oral communication	Communicates in a way that is unambiguous using appropriate terminology and non-verbal communication, providing accurate data that influences and informs the recipient.	Level C - Communicates effectively in all situations and environments and supports others to effectively express themselves
Written communication	Expresses ideas clearly in a well-structured manner, using correct grammar and appropriate terminology. Uses a variety of media.	Level C - Actively supports others in their written communications. Corrects and amends texts of others.
Planning and organising	Use good planning skills to deliver results. Stipulating the time and resources needed to achieve the results	Level C - Demonstrates good project management skills to deliver on cost, quality and timescales.
Commercial	Demonstrating business and commercial awareness when making decisions.	Level B - Applies business acumen to own decision making including an awareness of new opportunities
Results Orientation	Actively focused on achieving results and objectives.	Level B - Manages priorities to achieve agreed outcomes and takes timely action to ensure no delays
Sensitivity	Shows awareness of the diversity of those they work with and for and is aware of their own influence both. Recognises the impact of own behaviour on others.	Level C - respect and value the diversity of both staff and service users