**Action Homeless**

**Job Description**

**Cleaner**

**Job Title:** Cleaner

**Responsible to:** Premises Manager

**Hours:** 37 hours including some early starts and weekend working

**Contract:** Permanent

**Salary:** £9.90 per hour -

1. **Job Purpose:**

Responsible for maintaining a high standard of cleanliness in our housing schemes, gardens, and outside contract work.

1. **Major Tasks:**
   1. Cleaning & Gardening Duties
   2. Other Duties
2. **Job Activities:**
3. CLEANING & GARDENING DUTIES
   1. Perform a variety of cleaning and tidying activities such as sweeping, mopping, scrubbing dusting and polishing
   2. Ensure all areas and rooms are cared for and cleaning schedules adhered to in accordance with Action Homeless standards
   3. Use and protect equipment in accordance with Action Homeless procedures
   4. Notify superiors on any damages, deficits and disturbances
   5. Report any complaints/requests with professionalism and patience
   6. Adhere strictly to rules regarding health and safety and be aware of any company-related practice
   7. Clean communal areas to a high standard, including the removal of all rubbish, windows and glass, carpets, toilets, kitchens and cookers
   8. Tackle heavy and soiled cleaning jobs
   9. House clearance
   10. Use commercial cleaning materials in accordance with H&S standards
   11. Use and maintain cleaning equipment
   12. Ensure our housing schemes gardens are maintained and tidy
4. OTHER DUTIES
   1. Occasional shopping
   2. Any other duties as directed.
   3. Ensure Health and Safety rules are adhered to i.e. maintain COSH information

**Housekeeper / Social Enterprise Assistant: Person Specification**

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|  |  | **Criteria**  **Indicated E (Essential) D (Desirable)** |
|  |  | **Driver** |
| **Competencies, skills and experience** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D** | Experience of domestic / commercial cleaning  Experience of working within a small team  Knowledge and understanding of health and safety practices  Knowledge and understanding of working with cleaning chemicals i.e. COSHH  Good communication skills  Ability to follow and work in accordance to set procedures  Ability to report hazard /issues and work to organizational policies.  Ability to recognize and challenge discriminatory behaviour |
| **Values and motivation** | **E** | General interest in working in a homeless services environment. |
| **Personal characteristics** | **E**  **E**  **E**  **E**  **D** | Enjoys working with people  Confident and approachable  Good time management skills  Good organisation and prioritisation skills  Ability to work flexibly |