



## POST OF CLEANER

### JOB DESCRIPTION

**HOURLY RATE:** £9.90

**NO. OF HOURS:** Variable – as and when required

**DATE PREPARED:** October 2022

**RESPONSIBLE TO:** Operational Supervisor

**PRINCIPAL FUNCTIONS:** Overview

Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

To undertake cleaning duties as part of the cleaning team ensuring a high level of cleanliness is maintained throughout the Centre & campsite.

**PRINCIPAL DUTIES:** Main Duties

1. To undertake cleaning tasks throughout the Pickaquoy Complex to the required standard. Tasks include but are not limited to:
  - Vacuuming carpeted areas
  - Sweeping and mopping floors.
  - Cleaning changing rooms and toilets.
  - Polishing glass, mirrors and chrome.
  - Dusting ledges and windowsills.
  - Replacing toilet rolls and replenishing soap dispensers.
  - Emptying bins
2. To follow and adhere to the health and safety policies.
3. To follow and adhere to COSHH requirements.
4. To use cleaning materials, chemicals, equipment and heavy duty cleaning machines appropriately, economically and safely and as per manufacturer/suppliers guidance.
5. To demonstrate that this has been done by completing relevant checklists.
6. To ensure the cleaning cupboards clean and tidy and locked when not in use.
7. To undertake such other duties as are appropriate to the grade and designation of the post and as required by the Operational Supervisor.
8. The post holder must carry out his/her responsibilities with due regard to the Centre's policies and practices, at all times.
9. To perform all duties in accordance with the standards as set out in the operating procedures and working instructions.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• Evidence of training in COSHH</li> <li>• Evidence of training in health &amp; safety</li> </ul>		✓ ✓
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>• Previous experience of working as a cleaner</li> <li>• To have a knowledge and experience of cleaning duties.</li> </ul>	✓	✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• To be physically fit in order to safely carry out the duties of the post.</li> <li>• To be competent to use the cleaning materials, chemicals, equipment and heavy duty cleaning machines appropriately, economically and safely.</li> <li>• To demonstrate an understanding of the importance of compliance with policies and procedures.</li> <li>• To have the ability to understand health and safety regulations.</li> </ul>	✓ ✓ ✓ ✓	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• To be prepared to work as part of a team.</li> <li>• To have good communication skills</li> <li>• To have good customer service skills as this role involves a level of customer interaction.</li> </ul>	✓ ✓ ✓	
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>• To be available to work on a rota system, which will include early mornings, late finishes and weekends.</li> </ul>	✓	