

JOB DESCRIPTION

Post: Cleaner

Responsible to: Operations Manager

Hours per week: 20

Salary: £13.50/hour (£25,272 full time equivalent)

Overall purpose of the job

The overall purpose of the job is to maintain a clean environment throughout our East Road and 451 hostels and support the staff and management in general activities. There will also be occasions where ad hoc cleaning of our housing stock will be necessary.

Working hours

The post-holder will work an average of 20 hours over a five-day working week, split between our 451 and East Road hostels. There will be opportunity for overtime to undertake ad-hoc cleaning of our shared houses and modular homes as required. Hours are flexible and may be varied by mutual agreement and to meet the demands of the service.

Main duties

- To carry out cleaning tasks based on a minimum daily routine
- To perform additional specialist cleaning tasks such as deep clean, floor treatment, -descaling etc
- To ensure all supplies of cleaning materials are available for staff and volunteers at correct dilutions where applicable (training will be given)
- To ensure sufficient supplies of consumables to the bedrooms, toilets and meeting rooms at all times
- To assist in the support of guests to maintain clean bedrooms and participate in general project chores as required
- To monitor disposal of waste materials in a safe, hygienic manner ensuring that it is available for collection as required and ensuring waste transfer notes etc are filed correctly
- To empty waste bins on a daily basis to the commercial skip outside

- To clean the internal face of external windows and other internal glass within the limitations of safe working practice
- To comply with the requirements of Health and Safety, other relevant legislation and Jimmy's policies
- To understand and control the COSHH requirements regarding cleaning and other products

This job description is a general outline of the duties and responsibilities of the post holder and may be amended by Jimmy's as the service develops and the expectations of the role change. The post holder may be required to undertake other duties as may reasonably be required from time to time.

Person Specification

Essential

- A commitment to the core values of Jimmy's
- Ability to travel between Jimmy's properties in central Cambridge
- Excellent cleaning skills
- Good interpersonal skills
- Good team player
- Awareness of professional boundaries
- Ability to support change within the organisation
- Attention to detail

Desirable

- Previous cleaning experience
- Understanding of homelessness and contributing factors
- Understanding of Health and Safety principles in a cleaning role
- Driving Licence

Values

Our values are at the heart of everything we do:

- Treating people with respect
- Accepting people as they are
- Believing in opportunities for everyone
- Behaving with integrity