

Hollybank Trust Job Description

<i>Job Title:</i>	Cleaner
<i>Reporting To:</i>	Cleaning Supervisor
<i>Overall Aim:</i>	To provide domestic support to the Trust to ensure the premises are environmentally clean, tidy and comfortable for all staff and service users.

Key Role Responsibilities

Role Specific

Domestic Hygiene & Cleaning responsibilities

Maintain the environment to a standard conducive to the health & wellbeing of the residents. Ensure cleaning practices are carried out in line with infection control guidance to ensure areas are cleaned to the standards required to stem an outbreak.

Duties will include sweeping & mopping of hard surface floors and vacuuming of carpets, polishing and damp dusting of furniture, fixtures and fittings. This will also include cleaning and sanitising of toilets and shower/bathing areas.

To remove rubbish from all waste bins, rooms and corridors on a daily basis and dispose of safely in correct location.

To ensure consumable sundries are replenished as required.

To organise own work routines to ensure all areas within the responsibility of the cleaner are covered daily in accordance with the specification.

Must be flexible and be prepared to work in any area designated by the Cleaning Supervisor and Amenities Manager

Any problems should be reported to the Cleaning Supervisor or Amenities Manager

Health & Safety

To ensure Health and Safety guidelines are followed when using cleaning products / equipment and to ensure that all activities concerning the use of cleaning chemicals are carried out in accordance with C.O.S.H.H. regulations.

To ensure when operating electrical machinery that electrical cables, plugs and sockets are checked for any damage before and after use.

The post holder's duties must ensure the health and safety of all staff and resources within the post holder's area of responsibility i.e. delegated responsibilities in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974.

Miscellaneous

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Cleaning Supervisor and Amenities Manager from time to time, in consultation with the post holder.

It is the duty of the post holder not to act in a prejudiced manner towards service users, colleagues and members of the public.

General Responsibilities

Best Practice

To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.

Self-Development

To continually seek development opportunities in order to improve personal performance.

Attitude

To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile.

Policy Promotion

To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies, to ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times.

Risk Management

To assist the Head of Department in the process of developing risk management strategies in order to safeguard the interests of the Trust.

Safeguarding

To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all children, young people and adults.

Confidentiality

In line with the Data Protection Act you will see the use and safe sharing of information as part of their responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.

Flexibility

To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

Competency Behaviours & Attitude

Personal Effectiveness

To deliver high-quality services that make a real difference to the service users you work with, and take personal responsibility for the health, safety and wellbeing of others.

<p>Working Together</p> <p>To work in a collaborative way, developing and maintaining positive relationships and treating people with empathy and respect.</p>
<p>Positive Attitude</p> <p>To support and encourage positive changes and new ideas by working with our service users to meet their needs and by embracing new ways of working to enhance what we do.</p> <p>To act as a professional and positive ambassador for Hollybank Trust in order to support the Trust's mission and profile.</p>
<p>Developing Self and Others</p> <p>To be effective at developing yourself and others and communicate well.</p>

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Notes
Last updated	29/01/2020 JB

Person Specification

<i>Requirements</i>	<i>Essential or Desirable?</i>	<i>How Assessed?</i>
<p><i>Qualifications/Education/Training</i></p> <p>Willing to undergo further training</p> <p>NVQ Level 2 (Or Equivalent) in Cleaning and Support Services</p>	<p>Essential</p> <p>Desirable</p>	<p>Application Form / References / Certificates</p> <p>Application Form / References / Certificates</p>
<p><i>Experience</i></p> <p>Experience of working in a cleaning role</p> <p>Experience of working in a similar environment</p>	<p>Desirable</p> <p>Desirable</p>	<p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p>
<p><i>Work Attributes</i></p> <p>Able and willing to use powered machinery (with instructions).</p> <p>Able and willing to move furniture (e.g. desks and chairs) around, where applicable.</p> <p>Able and willing to use stepladders (if required).</p> <p>Willingness to clean e.g. sweep, mop, polish and dust, including toilet areas.</p> <p>Willingness to work as part of a team.</p> <p>Willingness to work in a safe way.</p> <p>Good verbal and written communication skills including a fluent grasp of the English language</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / References / Interview/Certificates</p>
<p><i>Personal Attributes</i></p> <p>Reliable and a good time keeper</p> <p>Has an understanding and commitment to equality of opportunity which is working in a way which does not affect someone unfairly e.g. due to their disability, race or gender.</p> <p>Willingness to maintain confidentiality at all times.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form / References / Interview</p> <p>Application Form / References / Interview</p> <p>Application Form / Interview / References</p>

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved

