

VAL Jobs

Cleaner



Job description

Job purpose:

To provide efficient and effective cleaning service that includes all tasks.

Clean all areas of the facility to ensure a safe, hygienic and welcoming environment that is to satisfaction of Voluntary Action LeicesterShire and its customers.

Responsible to: Conferencing Sales Team Manager/PA to Chief Executive

1.	Main responsibilities
1.1	On arrival report for duty in good time, in uniform ready for work, signing in and out.
1.2	Carry out all cleaning tasks assigned, making full use of the guidance and training given, using the checklists provided.
1.3	Ensure all necessary equipment is ready for use at the start of each shift
1.4	Duties to include general cleaning, cleaning toilets, mopping, dusting, polishing, emptying bins, and any other task as required.
1.5	Refilling of all dispensers including soap, hand towels, toilet rolls and paper towels.
1.6	Provide emergency Ad Hoc cleaning when required.
1.7	Observe the regulations of Health and Safety at Work Act at all times.
1.8	Observe all regulations related to the Control of Substances Hazardous to Health (COSHH).
1.9	Wear the appropriate protective clothing.
1.10	Carry out all duties allocated by Line Manager.
1.11	Check equipment for faults and notify the relevant person.
1.12	Ensure that all equipment is cleaned and correctly stored after use.
1.13	At the end of each shift, store all equipment used in appropriate storage place.
1.14	Report any maintenance required to Team Manager.
1.15	Keep check on cleaning stock levels and inform FOH Team of when stock is low with sufficient notice to re-order
1.16	Attend both internal and external training when required.
1.17	Undertake any other duties instructed by Team Manager.

2.	Essential Skills
2.1	An experienced cleaner with knowledge of cleaning methods and the use of cleaning materials and cleaning equipment.
2.2	Able to demonstrate awareness of Health and Safety good practice in relation to cleaning procedures.
2.3	Must be reliable, trustworthy and able to work on your own initiative and take direction from a Team Manager.
2.4	Ensure that all areas are cleaned to the highest standard at all times.
2.5	Excellent attention to detail.
2.6	Ability to work independently and use own initiative.
2.7	Reliable and responsible with a flexible approach to work.
2.8	Good verbal communication.
<p>This role description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time-to-time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and they cannot themselves justify a reconsideration of the pay of post.</p>	

3.	Supporting the development of VAL and its people
3.1	Be an effective ambassador and representative for VAL
3.4	Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL's people and keeping up to date with relevant changes in policy and practice
3.5	Build and maintain effective relationships with colleagues including working collaboratively across VAL
3.6	Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
3.6	Support volunteers to deliver aspects of VAL's work
3.7	Ensure the health and safety of VAL's people and service users
3.8	Encourage and promote equality and diversity inside and outside of VAL
3.9	Carry out evening and weekend work as required
3.10	Undertake any other reasonable duties in line with the aims of the post

Person specification

The person specification sets out the essential qualities that we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experiences.

Understanding of the VCS and volunteering	1. Understanding of the voluntary and community sector and volunteering
Managing, supporting and working alongside people	2. The ability to work alongside and support volunteers and other VAL staff, in particular other cleaners.
Knowledge, skills and attributes	3. Knowledge, skills and attributes: <ul style="list-style-type: none"> ▪ Knowledge of Health and Safety issues (general) and Control of Substances Hazardous to Health (COSHH) ▪ Able to undertake a range of manual cleaning activities ▪ Ability to maintain high standards of cleanliness in accordance with specified schedules ▪ Self motivated and able to work on own initiative ▪ Ability to integrate into a team environment ▪ Good basic communication skills
Organisational skills	4. Being well organised , prioritising, demands, making decisions and working to deadlines
Personal qualities	5. Clean and smart appearance
Approach to work	6. Having a customer service focus, and a positive “can do” approach to advice and support provision, dealing with difficult situations and changing environments calmly and effectively
Equality and diversity	7. Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds
Continuing professional development	8. There are no specific qualifications for this role, but evidence of continual development of knowledge of skills is required
Rate of Pay	9. Rate of pay is £8.21 per hour.
Hours of working	10. Working times are 16.00 – 18.00, Monday – Thursday 15.45 – 18.15 Friday