

**ROLE PROFILE**

**JOB TITLE: CLEANER**

**LOCATION: SOMERSET PLACE PROJECT and CENTRAL SUPPORT**

**CONTRACT TYPE: TEMPORARY**

**REPORTS TO: MAINTENANCE ADMINISTRATOR**

**HOURS PER WEEK: 25**

**SALARY SCALE: £16,403 (pro rata)**

**PURPOSE OF THE JOB**

The Cleaner will maintain a clean, safe and healthy environment.

**OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. They are:

* Being people focused
* Integrity
* Quality
* Going the extra mile.

**MAIN DUTIES AND RESPONSIBILITIES**

Cleaning duties will include the following:

* Maintaining an overall clean environment in Blue Triangle’s Head Office, Training Suite and Somerset Place project; following a detailed cleaning plan for each office area, as identified by Line Manager
* Daily vacuuming of communal areas and stairs
* Washing of non- carpeted floors daily
* Daily cleaning of communal toilets and kitchens
* Emptying bins and removal of rubbish to external areas
* At least fortnightly cleaning of all cookers and ovens; appliances should also be inspected weekly and cleaned if required to comply with fire safety and/or health and safety
* On occasion, when a room is vacated, areas of the room may require cleaning.

Other requirements are:

* To participate in supervision or other meetings if required by Line Management.
* To attend training courses as directed.
* To undertake any other reasonable duties as delegated by Line Management.

**TERMS AND CONDITIONS SUMMARY FOR CANDIDATES**

The following terms and conditions are typically offered to Association staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period** 3 months with a review at 6 weeks.

**Annual leave** 20 days’ annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)

**Pension** Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.

**Life assurance** 3 times basic annual salary payable on death in service.

**Sick pay** Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks’ full pay and 5 weeks’ half pay between 3 months’ and 1 year’s service; 10 weeks’ full pay and 10 weeks’ half pay between 1 and 3 years’ service; and 26 weeks’ full pay for more than 3 years’ service.

**Employee assistance** Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.