

Job Description

Cleaner

Job Title:	Cleaner
Responsible to:	Service Manager
Hours:	14 hrs per week - To be worked as the Services require - negotiable
Salary:	SLW £10.50 per working hour
Location:	RAMH HQ and Restore

Responsibilities

General cleaning of all rooms, public areas, kitchen, toilets and reception area.

Duties

1. Empty recycling and refuse bins, shredders etc. in all areas.
2. Vacuum carpeted areas, brush and wash non-carpeted areas.
3. Washing and dusting of table tops, and surface areas including bannisters, windowsills, paintwork etc.
4. Clean toilets and sinks, replenish: toilet paper, paper towels and other toiletry requirements.
5. Clean kitchen including sink, cooker, fridge and other appliances as required.
6. Advise Service Manager of janitorial supplies required.
7. To maintain accurate records in accordance with policies and procedures.
8. To participate in training organised for/by the service.

The above job description is not exhaustive and you may be required to carry out any other duties, consistent with the post, as delegated by the Line Manager.



PERSON SPECIFICATION

Cleaner

EXPERIENCE

Previous cleaning experience within a medium sized premises	✓	
Knowledge of Health & Safety related to a cleaning environment	✓	

SKILLS

Good communication skills		✓
Some understanding of mental health		✓
Work as part of a team	✓	

PERSONAL TRAITS

Very organised	✓	
Pride in standard of work	✓	
Flexible working hours	✓	