

## Cleaner Information Pack

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## Job Details

<b>Job title:</b>	Cleaner
<b>Reporting to:</b>	Operations Lead
<b>Direct Line Reports:</b>	None
<b>Contract Type:</b>	Permanent contract
<b>Hours:</b>	5 hours per week
<b>Work Pattern:</b>	Flexible working arrangements considered. Work may only be undertaken between the hours of 7am-9am and 5pm-8pm Monday to Friday, and 8am-6pm on Saturdays.
<b>Salary:</b>	£21,255 (pro-rata), £10.90 per hour
<b>Location:</b>	New Lairdship Yards, Broomhouse Road, Edinburgh, EH11 3UY

## The Application Process

<b>Application deadline:</b>	Sunday 9 <sup>th</sup> April 2023
<b>Interview date:</b>	Monday 24 <sup>th</sup> and Tuesday 25 <sup>th</sup> April 2023 (provisionally)
<b>Interview location:</b>	In person, Edinburgh
<b>Interview format:</b>	30-minute interview

Please email your application to [recruitment@edinburghfoodproject.org](mailto:recruitment@edinburghfoodproject.org)

## About Edinburgh Food Project

Edinburgh Food Project was established in 2012 with the aim of reducing the effects of food poverty in Edinburgh by providing emergency food parcels to those in the community most in need. Over the last three years, we have been transitioning our 7 foodbank centres into “More than Food” hubs to allow our clients to access dedicated support to help them with their immediate and underlying problems to reduce/eliminate their need for food bank assistance and build their financial resilience for the future.

Edinburgh Food Project are now going through a period of change, developing their strategy to reflect the Scottish Government Consultation: Ending the need for foodbanks, and the Poverty Commission’s Report, A Just Capital.



## Job Description

### Purpose of the role

To undertake general cleaning duties at Edinburgh Food Project's two units at Broomhouse workspace; each containing a warehouse space, office rooms, kitchen, toilet facilities and a mezzanine level reached by stairs.

### Responsibilities

- Vacuuming, mopping floors, sweeping, and dusting in work areas including office rooms, warehouse spaces, toilets, and kitchens in Units 12 and 15.
- Disinfecting and wiping down desks, keyboards, phones, surfaces, and touch points.
- Cleaning toilet facilities; refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels).
- Maintaining cleaning products and ordering new supplies when necessary.
- Emptying general waste and recycling bins.
- Filling and emptying the dishwasher.
- Cleaning the fridge, microwave, and other appliances on a regular basis.
- Conducting quarterly deep cleaning, and low-level window cleaning when necessary.
- Maintaining accurate records in accordance with policies and procedures.
- Reporting any health and safety concerns to management.

### Other duties

- Occasionally undertaking cleaning duties at other Edinburgh Food Project sites, when required. (Additional travel time and expense will be reimbursed).
- Carrying out other duties consistent with and commensurate with the position.

## Person Specification

### Essential criteria

1. Relevant experience of cleaning workplace/warehouse premises.
2. Ability to deliver a high standard of work.
3. Knowledge of health and safety standards relating to a cleaning environment.
4. Good organisation skills.
5. Ability to complete tasks to time and not to encroach on office working hours.
6. Effective communication skills.
7. Ability to work independently and unsupervised.
8. Responsible for observing safe working practices in line with policies, including the Lone Working Policy.
9. Good knowledge of workplace health and safety, including safe manual handling.

### Desirable criteria

10. Demonstrable commitment to the aims and principles of Edinburgh Food Project.

## Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Edinburgh Food Project does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

## Employee Benefits

### Compensation

- We are an accredited Living Wage Employer!
- Competitive salary



### Holiday

- 34 days annual leave (pro rata), which includes 9 bank holidays.

### Pension

- We'll automatically enrol you into our pension scheme
- We offer a 4% minimum employer contribution and will match your contribution up to a maximum of 8%
- You'll need to pay at least 4% too, but you can opt to add more for the tax benefits!
- You can opt out if you'd prefer not to have a pension at all

### Business Travel

- 45p per mile paid for business travel

### Health and Wellbeing

- Generous paid sick leave for both physical and mental health.
- 1 week full pay, in your probationary period
- 4 weeks full pay and 4 weeks half pay thereafter

### Family

- Maternity pay – 1<sup>st</sup> 16 weeks full pay, 2<sup>nd</sup> 16 weeks half pay
- Paternity pay – 5 weeks full pay
- Paid adoption and shared paternal leave also available.

### Learning

- Learning budget for training courses and conferences.