

Provision Cleaner



Job Description

Post:	Provision Cleaner
Grade:	£12 per hour, 8-10 hours weekly (to be reviewed regularly)
Location:	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
Responsible To:	Site Manager
Job Purpose	To provide a high standard of hygiene and cleanliness throughout the provision

Main responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but required attention as part of maintaining overall high standards
- Liaise with supervisor, Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both provision events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager
- Work as part of a team and support other members of the cleaning team to meet standards and provision objectives
- Report any Health and Safety issues to the Supervisor, Site Manager
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the provision health and safety policies and COSHH data sheets.
- Display a positive and professional attitude around staff and students and dress appropriately to be able to carry out duties efficiently
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely
- Collect and dispose of waste, ensuring waste is properly separated for recycling
- Refill and replace soap, hand towels, toilet paper and other materials
- To undertake any other requests as directed by the Principal

Individuals in this role may also undertake some of all of the following:

- Undertake specialised cleaning programmes during provision closures or other designated periods.

Necessary experience and knowledge

- Experience of undertaking a range of cleaning duties, understanding of cleaning techniques
- Understanding of relevant policies, guidance and standards associated with modern cleaning
- knowledge of Health and Safety Regulations, quality and general procedure compliance
- Knowledge of COSHH and the safe use of chemicals
- Knowledge of best cleaning practices
- Ability to prioritise work

Personal attributes

- Due to the size of the site, you must be physically fit to operate in a large area and be able to manage some heavy lifting
- Be friendly and approachable with a professional approach to work.
- Willing to get your hands dirty, moving outdoors between buildings in all weathers.
- Reliable and hardworking with a focus for detail
- Must have a good work ethic and be self-motivated and pro-active as you will be working individually for large parts of your shift.
- A willingness to clean any area of the provision as requested by the supervisor
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the provision to further knowledge
- Able to work as part of the staff team with honesty and integrity
- Keenness to use initiative and be given responsibility working in an organized and methodical manner
- Maintain good time keeping

Supervision

- The post holder will work largely on his/her own initiative subject to the general and specific direction of the supervisor.
- From time to time the Principal will carry out spot checks on any aspect of cleanliness he feels appropriate.
- The post holder will work under the directive of The Lone Worker policy owing to the hours