



# Cleaner Job Description

## Job Description

Hours: Zero Hours

Reports to: Head of Estates and Facilities

Based at: Bourne Road/Glover Street

## Summary

Experienced cleaner required to undertake cleaning duties as required by your line manager in accordance with work schedule for your area. Cleaners will be required to be professional in their approach and strive to exceed customer expectations.

Health and safety: To take a direct interest in health and safety of yourself and others who may be affected by your work activities.

While work is based predominantly at one site the appointed member of staff will be required to provide cover as required over any of the two sites. The role will be on a zero hours contract and there may be the requirement to cover days and evenings over either site as required due to business need. The appointed person will need to offer a degree of flexibility to fulfil the requirements of the role.

Cleaning duties will include dusting, vacuuming, cleaning, wiping and making sure that all areas that they are responsible for are neat and tidy. There will be a requirement to notify management when the replenishment of consumables are required. Cleaner will be required to have good communication skills and have the ability to communicate across various levels.

## Key Accountabilities

- Dusting low and high, vacuuming and washing down all designated areas.
- Dusting any glass partitions.
- Cleaning of offices.
- Spot cleaning upholstery, curtains and carpets.
- Cleaning toilets, basins, bathrooms and shower rooms.
- Replenishment of soaps, toilet paper and hand towels.
- Emptying and cleaning of waste bins.
- Cleaning of office tables and chairs.
- Cleaning all clinical rooms.
- Cleaning of therapy rooms.
- Cleaning of corridors.
- Fill dishwasher and turn on.
- Remove any visible litter from designated areas
- Take responsibility for all consumables used and notify manager when reorders are required.
- To undertake any task upon instruction from your line manager.

### Relationship to other roles

Cleaners within the organisation will work under the remit of estates and facilities management, all cleaners will ensure that they work to relevant health and safety standards and complete training and Toolbox talks sessions to ensure that this training is kept up to date. Cleaners will be expected to work with the wider organisation to ensure cleanliness across the entire estate.

### Equality and Dignity

The post holder will be expected to adhere strictly to the principles of fairness and equality in carrying out the role. At all times the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues. Badger will not tolerate any form of bullying or harassment, violence or aggression against its employees.

### Confidentiality

Your attention is drawn to the confidential nature of the information collected. The unauthorised use of disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act.

### Disclosure and Barring Service

**This appointment will be subject to a criminal record check from the Disclosure and Barring Service at Standard level.**

### Pre-Employment Health Check

The appointment will be subject to a satisfactory Pre-Employment Health Check.

*The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the operation.*

# Cleaner Person Specification

Criteria	Essential	Desirable
Education/Qualification	No formal qualifications required however good level of verbal and written English is required.	
Relevant Experience & Knowledge		Cleaning within a health care setting is desired but not essential as full training will be delivered.
Skills & Abilities	Focusing on the customer Problem solving Ability to work quickly to a high standard Ability to follow policy and procedures	
Personal Qualities	Team working Communication – ability to communicate effectively in English.	
Other requirements	Ensure personal appearance and presentation to include uniform are expected at all times.  High standards of personal Hygiene is expected at all times.	