



barcud

Job Description

Cleaner

All criteria are Essential unless indicated otherwise

Reports to: Transport and Caretaking Supervisor

Responsible for: n/a

Overall Job Purpose:

To provide a comprehensive cleaning service to ensure that all areas of the building are maintained at the highest level of cleanliness.

Principal Duties and Responsibilities:

- Vacuuming or washing of floors. **(Weekly)**
- Washing of paintwork. **(Weekly)**
- Dusting and polishing of woodwork, to include window sills, skirting boards etc. **(Weekly)**
- Damp wipe and clean all handrails, balustrades, door handles. **(Weekly)**
- Wipe over communal doors. **(Weekly)**
- Sweep outside communal front doors and dust for cob webs. **(Weekly)**
- Clean laundry room including soap dispenser (if applicable). **(Weekly)**
- Wash down and disinfect as necessary the bin storage areas and bins. Ensure refuse area is kept clean. **(Weekly)**

(Offices only):

- All of the above as appropriate.
- Empty bins at desks, toilets and kitchens. **(Daily)**
- Polish desks as necessary. **(As Necessary)**

- Fill / empty dishwasher as needed. **(Daily)**
- Clean kitchen work surfaces, sinks, draining boards. **(Daily)**
- Clean microwaves and fridges. **(Daily)**

Reporting:

- Any damage or disrepair to the Association's property. **(As necessary)**
- Complete and return the cleaning checklists. **(Daily)**
- To send through annual leave and sick notification as per Barcud policy. **(As necessary)**
- Maintain a stock of cleaning products and arrange for re-ordering. **(As necessary)**
- Report any soiling and graffiti to Line Manager. **(As necessary)**
- Any other relevant duties as required by the Transport and Caretaking Supervisor.

Key Responsibilities – Corporate:

- To provide excellent customer service to internal and external customers.
- To contribute to the continual development of the Medra team.
- Ensure that financial and all other resources of the function are managed within agreed plans; to identify and implement opportunities for making best use of all resources.
- Ensure that the Company and its staff comply with all legal, statutory and regulations along with good practice.
- Promote and adhere to the organisation's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- In all aspects of the company's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

Cleaner

This person specification details the experience and skills for the position of Cleaner at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications, Knowledge and Understanding:

- Interested in cleaning and environmental services.
- Have an appropriate qualification or be prepared to undertake relevant training.
- An ability to work unsupervised.
- An ability to become an effective team member.
- General knowledge of Health and Safety.

Experience:

- Experience of working in a service environment with previous cleaning experience preferably.
- Experience in the use of appropriate tools and equipment as used in a cleaning service.

Skills and Attributes:

- Good interpersonal skills.
- Good verbal communication skills.
- Able to undertake work which will be physically demanding.
- Have organisational skills to be able to plan and prioritise own workload within agreed schedules.
- Hold a full driving licence and have own transport

Personal Qualities:

- Committed to equal opportunities and treating individuals fairly and transparently.
- An individual who can communicate effectively to solve problems with tenants, residents and other staff.
- Commitment to learn new skills and embrace new ways of working.
- The ability to speak Welsh (**Desirable**).