**WELLSPRING SETTLEMENT**

**Job Description**

**Post:** **Bank Cleaner**

**Project: Central Services**

**Responsible to:** Finance Manager

**Staff and Volunteers**: no line management responsibilities.

**Salary:** Living wage £11.44 per hour

**Hours:** when needed to cover staff holidays/sickness or for extra cover

Full details of terms and conditions of employment are included in the employee handbook

**Job Purpose:**

To ensure the areas of duty are cleaned to agreed standards.

**Areas of Duty:**

* Settlement Site, Ducie Road, including the CAMHS Building
* MicroSettlement
* Community Hall
* Family Centre & Lodge

**Main Duties and Responsibilities**

Main Hall:

1. Vacuum or sweep Hall floor. Swab the whole floor area with warm water and detergent. Mop the floor again with warm water and detergent. Change the water frequently.
2. Empty all wastepaper bins and refuse receptacles.
3. Disinfect high touch areas (door handles, light switches, printers, buttons)

Kitchens:

1. Wipe table tops & all surfaces in kitchen.
2. Clean freestanding kitchen units and island, paying particular attention behind and between the units.
3. Mop floor
4. Disinfect high touch areas (door handles, light switches, printers, buttons)

Offices:

1. Empty all waste paper bins and refuse receptacles.
2. Thoroughly vacuum all areas.
3. Damp mop and disinfect all hard floor areas.
4. Disinfect high touch areas (door handles, light switches, printers, buttons)
5. Wipe desks and keyboards (if they are tidy)
6. External glass (two weekly)

# Toilets:

1. Thoroughly clean and disinfect all toilets, both sides of toilet seats, also hand basins, sinks and exterior of cisterns.
2. Clean all metal fittings, door and window handles, radiators and mirrors.
3. Replenish disposable supplies.
4. Vacuum or sweep and damp mop floors.
5. Disinfect high touch areas (door handles, light switches, printers, buttons)

**General :**

1. Remove all refuse to paladin bins adjacent to the Lodge.
2. Skirting boards, work tops and other hard surface areas that need cleaning.
3. To work within the policies and procedures of Wellspring Settlement.
4. To engage in positive and effective communication with all visitors and colleagues on the Wellspring Settlement sites.
5. Perform other such duties appropriate to the post that may be requested.

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| **Cleaner**  Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria.  It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed. | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Experience** |  | Experience of cleaning either in a professional or non- professional setting |
| **Specific Skills/ Knowledge** | * Ability to carry out heavy manual labour. * Ability to work with minimum supervision |  |
| Attitudes/Personal  Characteristics | * Reliability. * Honesty. (owing to the secure nature of some of the areas in which you will be working) |  |

JRG date: 01/04/2024