

Role Description

Cleaner

Support

Role Summary

- Responsible for ensuring the two charity sites are cleaned and maintained to a high standard

Responsibilities

Building Cleaning

- Use cleaning supplies and equipment, keep the interior of the buildings looking clean, tidy and professional
- Ensure cleaning of toilets and toilet areas and replenishment of paper towels, toilet rolls and other disposables
- Ensure kitchen areas are kept clean including all kitchen cupboards and equipment
- Responsible for keeping a running inventory of all cleaning supplies and submitting purchasing requests when supplies get low
- Perform routine cleaning tasks based on a schedule created by line manager

The responsibilities of this role will normally include all duties described in this Role Description and any additional or different duties, as may be required from time to time.

Person Profile

Qualities, Skills & Attributes

Essential

- Reliable and able to work early mornings or early evenings
- Pride in your work
- Ability to work in an organised manner
- Attention to detail
- Friendly and approachable
- Driving licence required

Desirable

- Experience of cleaning roles