

Job Description: Cleaner

Job Purpose

It is important that the OTAC site is welcoming to all users. Cleaning is important to maintain a clean and dirt free working environment and to ensure the health and safety of OTAC employees and visitors to the charity. The cleaner reports to the Facilities Manager but will be required to work most of their time on their own initiative, often out of hours, with little direction or supervision.

Main Terms

The post holder will work 12 hours over 3 days. The working hours will be 4.30pm – 8.30pm on a Monday, Wednesday and Friday.

The post holder will be paid £11.61 per hour.

Main Duties

To clean the main public areas at Oak Tree Farm, including tearoom, reception, shop, offices, staff kitchens and meeting room toilets and the education centre along with the offices, rear reception area and staff toilets in the stable block.

To dust and clean all surfaces such as desks, windowsills and shelves where it is appropriate to do so and to empty waste bins in office and reception areas.

To disinfect and clean toilets, urinals and hand basins using the appropriate equipment and cleaning materials provided.

To replenish hand soap, toilet paper and paper towels as required and notify the relevant staff when stock and cleaning supplies need replenishing.

To mop, vacuum and/ or scrub the floors with suitable equipment and cleaning agents.

Skill Sets required

The post holder will ideally be experienced in cleaning activities and able to work alone. They must be able to work using their own initiative and independently make decisions when necessary. Due to the constraints of the set hours, the post holder will ensure that the agreed cleaning standards required by the Facilities Manager are achieved throughout the week on the Oak Tree Farm site (excluding animal areas) and that COSHH and Health and Safety procedures are followed.

Measurement Criteria

The premises are clean, tidy with emptied bins and the correct disposal of waste items.

The Premises present an orderly, tidy and professional appearance conducive to effective clerical activities and OTACs objectives.

Toilets, urinals and hand wash basins are clean and toilet tissue, hand towel and hand cleaning supplies are maintained.