

## Job Description

**Job Title: Cleaner**

**Reports to: Operations and Development Manager**

**Job Purpose:**

- Cleaning of offices, kitchens, equipment and toilet
- Steaming of toys on a monthly basis
- Tidying of equipment and toys when necessary

### Key Tasks

#### Cleaning

- Clean the building as per the agreed Cleaning Schedule provided (see below)

#### Health & Safety

- Report any H & S issues to the H & S Lead or Operations Manager
- Ensure that all practices comply with relevant parts of the Fire Risk Assessment and H & S policy
- Adhere to all COSHH and personal safety requirements

#### General

- Work within bibic's rules, policies and procedures as stated in the staff handbook

#### Hours

- The ability to be flexible with working hours around particular events to suit the charity's needs

## **Experience**

### **Essential**

- Professional cleaning experience of at least one year

### **Desirable**

- Understanding of COSHH, and personal protective equipment (gloves, etc)

## **Aptitude**

### **Essential**

- General understanding of the charity's objectives and belief in our values
- Hard working and flexible
- Attention to detail
- Able to identify their own priorities and react quickly to incidents when they occur

## **Physical**

### **Essential**

- Able to carry cleaning equipment around up and down stairs

## **Conditions of Employment**

- 10 hours per week, exact hours to be discussed
- Salary - £7.83 per hour
- 6 months probationary period
- 20 days holiday pro rata per annum, public holidays + 3 days Christmas closure