

ROYSTON COMMUNITY ASSOCIATION

JOB DESCRIPTION

Job Title: CLEANER

Location: Coombes Community Centre, Burns Road, Royston SG8 5PT

Report to: Centre Manager

Purpose of Job:

- To work on own initiative and as part of a team in the daily cleaning of the Centre to ensure it is maintained to a high standard of health, safety and hygiene

Hours:

- 2 hours per day on Mondays and Tuesdays to be completed before 8am (4 hours per week)
- Plus opportunities to work on other days to cover for other cleaner's holidays

Salary: £13 per hour, reviewed annually, pay award pending

Main Duties of Job:

- To clean areas of the community centre as directed by the Centre Manager to ensure they are kept in a clean condition suitable for use by members of the public of all ages
- To undertake cleaning operations including dusting, sweeping, vacuum cleaning, wiping a range of surfaces, washing, scrubbing, mopping, polishing, using chemicals, maintaining cleaning supplies
- To clean toilets and kitchen areas, and re-stock with toilet paper and paper towels as appropriate
- To empty bins, replace new bags, pick up litter and take out rubbish
- To adhere to the Centre's protocol surrounding compliance regime and complete accurate documentation (Flushing Log)

Requirements of Job:

- Knowledge and understanding of the importance of ensuring that the Centre is kept clean and hygienic to a high standard
- Ability to lift, bend and stretch; to move furniture and other articles around in order to clean efficiently; and to carry and move cleaning equipment
- Willingness to use and be exposed to strong cleaning materials
- Willingness to work alone at unsocial hours and to work flexibly
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to understand, speak, read and write in English, in order to follow instructions and communicate issues