

## **JOB DESCRIPTION**

<b>POST TITLE</b>	<b>Cleaner</b>
<b>DEPARTMENT</b>	<b>Facilities</b>
<b>RESPONSIBLE TO</b>	Cleaning Supervisor
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>WORKING HOURS</b>	15 hours per week Monday - Friday 11.30am – 2.30pm  Additional hours may be required to cover staff holidays and some weekend work may be available, on an ad hoc basis.
<b>SALARY</b>	£8,923.20 per annum (£23,795 per annum Full Time Equivalent based on 40 hours a week)

### **JOB PURPOSE**

Responsible for maintaining cleanliness and hygiene standards across the KingsGate building; ensuring a clean, safe and comfortable environment for employees, KingsGate visitors and conference delegates.

### **KEY ACTIVITY**

1. Clean and maintain the cleanliness of the KingsGate building to the required standard, as per the cleaning specification, in all areas.
2. Dispose of waste in appropriate external waste containers.
3. Operate powered equipment as required (vacuum cleaners, carpet scrubbing machines, floor scrubbing machines and buffer machine).
4. Ensure all cleaning equipment and supplies are properly maintained and stored.
5. Monitor and replenish cleaning supplies as needed.
6. Work safely by observing and complying with the Health and Safety Policy and COSHH Regulations particularly pertaining to the use of cleaning materials and personal protective equipment.
7. Adhere to health and safety regulations to maintain a safe working environment.
8. Notify facilities of any maintenance issues or repairs needed.
9. Assist with special cleaning projects as assigned.

10. Carry out other such tasks as are deemed appropriate for this level of post.
11. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
12. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
13. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
14. **Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.**
15. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
16. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
17. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
18. **Comply with health and safety requirements.**
19. **Adhere to the vision and values of KingsGate.**
20. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

**This job description was reviewed by the Business Development Manager in March 2024.**