

JOB DESCRIPTION

POST TITLE	Cleaner (Casual)
DEPARTMENT	Facilities
TEAM	Cleaning
RESPONSIBLE TO	Facilities Supervisor
RESPONSIBLE FOR	No supervisory responsibility
WORKING ARRANGEMENTS	On an 'as and when' basis
HOURLY RATE	£7.50 per hour plus 10.7% holiday entitlement giving a total of £8.31 per hour.

JOB PURPOSE

This is a casual position which is required on an "as and when" required basis to assist in the cleaning of the KingsGate building. The position may require the working of early and late shifts. Work will be available if and when the organisation requires a cleaner and is dependent on church and conferencing activities.

KEY ACTIVITIES

1. Clean and maintain the cleanliness of the coffee shop, offices, rooms, toilets, corridors, atrium and auditorium to the required standard as per the cleaning specification.
2. Operate powered equipment as required (vacuum cleaners, carpet scrubbing machines, floor scrubbing machines and buffer machine).
3. Collect and remove waste/rubbish from areas within the building to the appropriate external waste containers.
4. Clear up after unexpected events such as flooding and/or any other emergency cleaning.

5. Work safely by observing and complying with the Health and Safety Policy and CoSSH Regulations particularly pertaining to the use of cleaning materials and personal protective equipment.
6. Perform your duties using risk assessments ensuring that all cleaning tasks reflect best practice.
7. Carry out other such tasks as are deemed appropriate for this level of post
- 8. 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.**
- 9. 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.**
- 10. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
- 11. Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
- 12. 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.**
- 13. Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
- 14. Comply with health and safety requirements.**
- 15. Adhere to the Vision and Values of KingsGate.**
- 16. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

This job description was reviewed by the Facilities Supervisor in May 2018.