** Job description – Cleaner**

**Responsible to:** Children’s Centre Services Manager

**Working hours:** 7 ½ hours per week (5.30pm – 7pm week days)

**Salary:** £10.42ph

**Normal place of work:** Seashells, Rose St, Sheerness

**Summary of role**

To clean of all areas within Seashells to a high standard to provide a clean and hygienic environment for the children, families and staff that visit and work in the Centre.

**Main duties/responsibilities**

Cleaners are required to undertake the following duties as directed by the CCSM using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

* Vacuuming carpets and mats daily, deep cleaning monthly
* Mopping of floors with wet or damp mops
* Emptying waste bins and transporting to designated collection points
* Cleaning desks, tables and clear surfaces
* Cleaning walls and wall fixtures
* Cleaning sinks, work tops and tiles
* Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
* Cleaning windows and internal glazed surfaces
* Cleaning toilets, handbasins and sinks
* Replenishing consumable items (hand soap, toilet rolls, paper towels if required)
* Keep a check of cleaning stock and inform the Site Manager of low stock levels
* Complete daily cleaning specification sheets
* To undertake any other duties as required

**Person Specification**

**Essential requirements**

Customer Care Skills

Good communication skills

A supportive and non-judgemental attitude

Ability to undertake tasks with and without instruction

**Desirable**

Previous experience in carrying out cleaning duties

Knowledge of cleaning procedures

Knowledge of Health and Safety procedures

Manual handling, Fire awareness, Health and Safety, Safeguarding training

***Children and Families Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults.*** *All applicants will be thoroughly vetted for their suitability to work with these groups.**Applicants for posts that are exempt from the Rehabilitation of Offenders Act will be asked to undertake a Disclosure and Barring Service (DBS) check. Any offer of employment and continued employment will be contingent upon satisfactory vetting results and checks made prior to and during employment where required*