



Cleaner Job Description

Department: Operations

Reports to: Cluster Manager, Service Administrator

Purpose of the Job: To provide efficient and effective cleaning support to the day service, including ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards.

Main Duties and Responsibilities:

- To maintain an agreed standard of hygiene in designated areas.
- To work in accordance with Health and Safety regulations including the safe moving of objects
- To be responsible for the safe use and storage of all cleaning products in accordance with Health and Safety Act and COSHH Regulations.
- To work with Managers to ensure adequate stocks are maintained and controlled.
- To maintain records of cleaning schedules as appropriate.
- To participate in the assessment of personal development.
- Training as determined by the organisation, including the completion of occupational awards.
- To participate in supervision and appraisal
- To comply with Hft CORE Values and policies and procedures.
- To maintain a professional approach when at all times within the working environment.
- To have a duty to adhere to Hft's health and safety policies, standards and guidelines at all times
- To fully co-operate with aims and objectives of the service.
- To work alongside people with learning disabilities, assist them in training, directing and coaching them in the role
- To open and close the building/premises as and when is required.