

CLEANER JOB DESCRIPTION

Hours	Monday to Friday 4pm to 6pm (or other by agreement)
Overall Responsibilities	To carry out cleaning of our tea room, toilets, activity rooms and offices.
Duties and Responsibilities	Tasks include: • Sweep, Hoover and mop floors • Clean and sanitise all toilets and sinks • Wipe down door handles/touch points • Empty bins Ensure all windows and doors of the rooms/buildings you have been working in are locked when you leave. Ensure that your own personal hygiene is to be kept to a high standard at all times and you are using the appropriate gloves and protective clothing whilst working. The above is a guideline to the day to day duties of the cleaner and is not an exhaustive list and may be reviewed. To work strictly within Oak Tree Farm's health and safety and other policies. To work within risk assessments and safe working practices for the safety of yourself and others. To undertake any other reasonable tasks as deemed necessary for the well being of the Charity from time to time.

CLEANER PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/Training	Willingness to undertake training as required.	
Experience		Previous experience of working in a cleaning role. Experience of undertaking a range of cleaning duties. Awareness of Health & Safety Regulations relating to cleaning materials and equipment.
Knowledge and understanding	Work individually with limited supervision. Able to manage time effectively. Able to use initiative to deal with unexpected problems. Able to maintain confidentiality.	
Skills/Abilities	Well organised and methodical approach to work. Good attention to detail. Flexibility in response to the changing demands of the post. Able to manage some lifting and carrying. Willingness to take responsibility for standard of work.	Driving licence/car or means of transport due to countryside location of Oak Tree Farm which is not on public transport routes.