

Hull & East Yorkshire Mind

Job Description

Title of Post:	Cleaner
Location:	All Hull and East Riding Hostels as required
Salary:	£6.15 per hour
Hours:	The hours of work are 8 per week. The hours will be flexibly arranged but will generally be between 9.00am and 5.00pm Monday to Thursday and 9.00am and 4.30pm Friday.
Responsible to:	Housing Manager/Senior Housing Support Worker
Accountable to:	Chief Executive Officer

1. Housing

The Hull & East Yorkshire Mind Housing Team manages ten housing projects in Hull, Beverley, Bridlington and Hessle. Hull & East Yorkshire Mind provides quality supported accommodation for single people with mental health problems. The accommodation includes short term and long term housing, from houses with shared facilities to self-contained flats.

We offer intensive housing management and support to residents, many of whom move on to successful independent tenancies. We work closely with other agencies to provide a comprehensive package of support, including practical and emotional support.

2. Responsibilities of the Post

This post will provide cleaning services to ten community based projects in Hull and the East Riding of Yorkshire, to be negotiated on an 'as required' basis.

3. Principal duties

To clean communal areas within the housing projects. The cleaning role is intended to link in with the role of the Housing project staff and housekeeper. The housekeeper and project staff work on a communal cleaning rota with hostel residents, but it is intended that the cleaner will identify areas which fall outside this rota and ensure these are cleaned. Proposed areas are for coverage are:

- Staircases (including balustrades)
- High level cleaning
- Windows (internal and external – ground floor only)
- Skirting boards and architraves
- Paintwork to walls and doors
- Void properties (where there is no resident)
- Other areas as agreed with Housing Workers/Housekeeper

Cleaning in individual residents rooms is carried out by residents themselves with the assistance of their Housing Project Worker. This should not normally be done by cleaning staff.

4. General Duties

- To work flexibly according to the needs of the Housing team and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.
- To maintain appropriate confidentiality at all times
- To adhere to the provisions of and attend any training appertaining to, the Health and Safety at Work Act and to ensure personal safety and the safety of those in contact with our services so far as is reasonably practicable.
- To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- To actively participate in formal supervision.
- To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- To perform other duties that reasonably corresponds to the general character of the post.
- To attend fund-raising or promotional events as appropriate

5. Qualities and Qualifications

Essential:

- Experience of cleaning in a domestic environment
- The ability to work in an atmosphere which may at times be both stressful and challenging.
- The ability to work as a member of a team to provide services to residents

Desirable:

- An understanding of issues around mental health
- Knowledge of health and safety issues
- Access to vehicle for work use (full driving licence if using own car)

It should be noted that a NO SMOKING AT WORK POLICY is in operation and employees are required to refrain from smoking during working hours.

The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures, Guidelines and practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all the policy documents.

This Job Description is not meant to be exhaustive and the Organisation reserves the right to require the job holder to flexible and perform duties other than those listed according to the changing requirements of the organisation.

This Job Description is subject to review and subsequent revision.

Reviewed August 2009

AGREED AND SIGNED BY:

Employee

Print name: Signature:

Date:

Manager

Print name: Signature:

Date: