

Hull & East Yorkshire Mind

Job Description

- Title of Post:** Cleaner
- Location:** Trafalgar House, 41-45 Beverley Road, Hull, HU3 1XH
- Salary:** £6.27 per hour
- Hours:** The hours of work are 13 per week. The hours will generally be between 4.30pm and 7.00pm Monday to Thursday and 4.00pm and 7.00pm Friday.
- Responsible to:** Administration and Office Manager
- Accountable to:** Chief Executive Officer

1. Background Information Relevant to the Post

Hull & East Yorkshire Mind is a large voluntary sector organisation, providing a diverse range of services for people with mental health distress. The organisation has its main base in Hull, and has satellite offices in Beverley, Bridlington, Goole, York and Scunthorpe.

2. Responsibilities of the Post

This post will provide cleaning services to the organisations Head Office.

3. Job Purpose

To provide an efficient and effective cleaning service for Hull and East Yorkshire Mind head offices, ensuring a high standard of cleaning is delivered and maintained.

4. Principal duties

- a. To clean the Head Office premises as per the cleaning specification [under review, available on start].
- b. To use cleaning materials and consumables as recommended by supplier following suppliers recommended use instructions.
- c. To liaise with the administration department on the replenishment of consumables.
- d. To report to the Office and Administration Manager any problems that prevent cleaning taking place.

5. Health and Safety

- a. To use equipment within Health and Safety regulations and report any faults to the Office and Administration Manager.
- b. Be responsible for own health and safety as well as colleagues.
- c. To adhere to COSHH regulations on consumable and the use of protective clothing and equipment.

4. General Duties

- a. To work flexibly according to the needs of the cleaning team and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.

- b. To maintain appropriate confidentiality at all times
- c. 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.
- d. To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- e. To actively participate in formal supervision.
- f. 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.
- g. To perform other duties that reasonably correspond to the general character of the post.

5. Qualities and Qualifications

Essential:

- Experience of office cleaning
- Capability of carrying out the physical aspects of the post.
- The ability to work as a member of a team

Desirable:

- Previous key holder responsibility
- An understanding of issues around mental health
- Knowledge of health and safety issues

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.

AGREED AND SIGNED BY:

Employee

Print name: Signature:

Date:

Manager

Print name: Signature:

Date: