

Cleaner

Job Title:	Cleaner
Department:	Central Admin
Reports to:	Property and Maintenance Manager
Job Purpose:	
The purpose of the cleaner is to maintain the cleanliness and upkeep of designated areas	
Main Responsibilities:	
<ul style="list-style-type: none"> • Clean, dust, sweep, vacuum and mop • Carry out heavy cleansing tasks and special projects • Stock and maintain supply rooms • Notify line management of occurring deficiencies or needs for repairs • Make adjustments and minor repairs • Perform and document routine inspection and maintenance activities • Complete timesheets and other relevant documentation to the satisfaction of your line manager • Use authorised plant & equipment provided with due care and attention and as supervised • Work as part of a team and use materials safely • Load and unload materials and equipment as directed • Work flexibly across the entire Company • Build and maintain good working relationships with colleagues, customers and managers to ensure the effectiveness of the service • Be aware of risk assessments and method statements relating to own area of work and to work in safe manner taking account other people's health and wellbeing. • Follow Health and Safety policy and procedures including the wearing of personal protective equipment when necessary • Undertake health and safety training as required • Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy 	
Qualifications and Skills:	
Essential	
<ul style="list-style-type: none"> • Proven working experience as a cleaner 	

- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Ability to work on own initiative, unsupervised and be a self-starter
- Valid Cat B driver's licence

Desirable

- Confident communicator and able to deal with problems
- High level of spoken English
- Good communication skills
- Ability to understand and follow instructions
- Ability to work as part of a team and support colleagues
- Ability to maintain confidentiality where necessary
- Able to be flexible in work activities, location and hours of work
- Personable and comfortable in dealing with new people including tenants, tradesmen, and other colleagues
- Be conscientious and diligent and show attention to detail
- Ability to work to deadlines.
- Flexible approach to dealing with and adapting to change.
- Committed to providing excellent customer service
- Ability to respect confidentiality and recognise the importance of data protection.

End