

---

## Part time Cleaner

<b>Post and Grade:</b>	Part time Cleaner
<b>Working hours:</b>	25 per week
<b>Location:</b>	YMCA Colchester, Williamson House, 159 Magdalen Street, Colchester, CO1 2JX
<b>Reporting to:</b>	Deputy Housing Manager

### Job purpose

To maintain the cleanliness of the Association's premises according to the schedule set by the Deputy Housing Manager

### Atmosphere

1. To create a warm, comforting and enriching environment for young people, their families and visitors and staff to be a part of, so they achieve to the best of their individual abilities.
2. To assist in providing a safe, diverse space that all young people can access equally.
3. To ensure that YMCA Colchester is a safe place for staff, young people and members of the public to access.

### Principal Responsibilities

1. Responsible for cleaning communal/office areas daily.
2. With the assistance of the Maintenance Officer to clean and service vacated rooms before re-letting as required by the Housing Manager.
3. To assist in cleaning the Activity Centre when required.
4. Maintaining stock control of material requested for cleaning.
5. To carry out other tasks from time to time that is within the expectations of the job
6. To ensure that Health and Safety Regulations are observed, as guided by the Deputy Housing Manager.

## Person Specification

### Knowledge and Experience

Experience should include either residential or non-residential cleaning

### Abilities and Skills

1. To work with minimum supervision
2. To be able to work as part of a team

### Desirable

Ability to understand and relate to the needs and concerns of clients and young people in the community

### Personal Requirements

A friendly and flexible attitude in the work environment that can be frequently challenging and demanding

### Additional Responsibilities

1. To ensure that they do not compromise the health and safety of others and themselves in the workplace; the cleaner has a legal responsibility to take reasonable care for the health and safety of him/herself and of the other people who may be affected by act or omissions at work.
2. To co-operate with any legal steps the Association may take to fulfill its obligations under the Health and Safety at Work Act (HASAW). Refer to the staff handbook for the full Health and Safety policy.
3. To ensure the safety and welfare of children, young people and vulnerable adults at all times.
4. To report any concerns relating to child protection or protection of vulnerable adults.
5. To uphold safe and efficient working policies and practices, undertake supervision and training and respect and progress equal opportunities.

**Core Values** – These values outline **How** the applicant will carry out the Main Functions of this job role.

- **Christian** – inspired by faith, hope and love
- **Caring** – here to help everyone we can
- **Creative** – always looking for new opportunities
- **Committed** – aiming for excellence in all we do

---

**Terms and conditions:**

This job description sets out the task requirements of this post. Along with the Staff Handbook and the Terms of Appointment it forms the terms and conditions of employment within the Association.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended to reflect the changing nature of the job. Such reviews will be carried out in consultation with the staff concerned and one month's written notice given of any change in the job description.