

## **Walsall Society for the Blind**

### **Job Description**

<b>Post:</b>	<b>Cleaner/Caretaker</b>
<b>Hours:</b>	<b>Monday – Friday 7.30 – 10.00 am</b>
<b>Salary / Band:</b>	<b>£12.21 per hour. Band 1</b>
<b>Location:</b>	<b>Hawley House</b>
<b>Responsible to:</b>	<b>Operational Manager/Chief Executive Officer</b>
<b>Working Hours:</b>	<b>12.5 hours per week</b>
<b>Annual Leave:</b>	<b>22 days per year plus bank holidays.</b>
<b>Special conditions</b>	<b>Flexible working hours may be required, including evening and weekends</b>
Is the job exempt from the rehabilitation of offenders act?	No
Does the post require a Criminal Records Bureau Check?	No
Is this post exempt from job share?	No

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### **Job Purpose**

**To provide a high standard of cleanliness and hygiene throughout  
Hawley House**

## **Duties and Responsibilities**

1. Undertake the cleaning of all designated areas and fixtures and fittings, to include washing, sweeping, vacuuming, emptying litter bins, polishing and dusting.
2. Use cleaning materials and chemicals and operate domestic appliances.
3. To ensure maintenance of the dishwasher.
4. Knowledge of COSHH regulations.
5. To keep track of stock and inform the Operations Manager of stock requirements.
6. To ensure safe storage of cleaning materials and rotate stock as required.
7. To be responsible for the opening and closure of the building as and when required.
8. To report issues relating to general building maintenance and Society premises safety and security to the Operational Manager.
9. To undergo regular training, supervision and appraisals as and when appropriate
10. To comply with Health and Safety Policies and Procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
11. To adhere to legislative and Society Policy and Procedure
12. To inform the relevant manager of all matters of concern arising within the scope of the post
13. Any other duties of a similar nature and related to the post which may be required from time to time

## **Other Duties**

To maintain personal and professional development to meet the changing needs of the role and to participate in appropriate training activities.

To undergo regular training, supervision and appraisals as and when appropriate.

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level and responsibility of the role.

To undertake health and safety duties commensurate with the post and/or as detailed in the Society's Health and Safety policy.

This job description sets out the main duties of the post at the date it was drawn. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## **Essential Job Functions**

<b>Area</b>	<b>Task</b>	<b>Frequency</b>
<b>Day Centre</b>	Floors to be swept or vacuumed	Every day
	Floors to be mopped	Everyday
	Tables and chairs to be given a full clean, including seats, arms, back rest, etc.	Every week
	Windows sills wiped down and windows cleaned if required internally.	Weekly

<b>Hallway</b>	Vacuum floor and mop	Everyday
	Disinfect hand rails and door handles	Everyday
<b>Toilets</b>	Clean and disinfect sinks, counter tops, toilets, cistern, bowl and seat.	Every day
	Clean and disinfect floors, handrails, hand dryers, window sills etc.	Every day
	Polish mirrors and replenish bathroom supplies.	Every day
<b>Kitchen</b>	Floor to be swept and mopped.	Every day
	Disinfect countertops and work surfaces	Every day
	Clean stainless steel sinks.	Everyday
	Clean the fridge/freezer, toaster, microwave, inside and out.	Every week
	Clean over tops	Everyweek
<b>Reception area</b>	Vacuum floors and clean internal windows as required	Every day
	Clean seating	Weekly
<b>Back stairwell</b>	To be cleaned and vacuumed	Every month
<b>Meeting room</b>	To be vacuumed	Every week
	Drinks area to be cleaned	
<b>IT Suite</b>	To be vacuumed and mopped	Every week
<b>Front pathway</b>	To ensure it is kept clean and tidy. Use rock salt when appropriate.	When required

## Essential Job Functions

### Physical demands

While performing the duties of this job, the employee is required to:

- Walk and stand
- Climb
- Bend forward
- Kneel down
- Crawl
- Reach and grasp
- Push and pull objects
- Repetitive bending and lifting of items
- Repetitive arm movements