

# JOB DESCRIPTION

## Cleaner

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<b>Job title</b>	Cleaner	<b>Directorate</b>	Operations – Independent Living
<b>Location</b>	Peterborough HRS	<b>Line manager</b>	Service Manager

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### Purpose of the job

- > To ensure that regular, systematic cleaning of the care and support services takes place to a high standard, promoting the dignity and general wellbeing of those in our care and colleagues that complies with Health & Safety and COSHH standards.
- > You will play a critical role in ensuring visitors or professionals receive a positive first impression of the care and support services by ensuring all areas are kept to a very high standard of cleanliness.

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### Key tasks and responsibilities

#### Day to Day

- > Ensure that cleaning duties are carried out in accordance with the cleaning schedule and identified support to assist customers as directed by the Service Manager or designated person in charge.
- > Ensure that a good standard of hygiene and cleanliness is maintained throughout the Service or offices.
- > Maintain the highest standard of personal presentation and hygiene.
- > Ensure that products being used have been specifically selected for the purpose.
- > Clean and maintain communal areas including cleaning surfaces, toilets, windows, vacuuming and dusting.
- > Be responsible for ensure cleaning materials are well stocked, keeping the Manager informed of any shortages.
- > Inform the Service Manager of any concerns raised by residents in a timely manner, adhering to strict data protection protocols at all times

## **Health & Safety**

- > Ensure that cleaning duties are carried out in accordance with the cleaning schedule and identified support to assist customers as directed by the Service Manager or designated person in charge.
- > Ensure all health and safety requirements are being met and attend training as required.
- > Ensure regulations and compliance are met and adhered to.
- > Ensure all equipment used is well maintained and in good working order and to report any defects to the Service/Line Manager as required
- > Hold an understanding and comply with all COSHH regulations.
- > Comply with current legislation concerning infection control.
- > Ensure the appropriate recording and audits required are prioritised.
- > Ensure any concerns, potential risks, safeguarding issues are reported immediately.

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## **Scope and impact**

### **Scope:**

- > Responsible for maintaining cleanliness and hygiene across all communal and office areas, ensuring compliance with health and safety regulations, including COSHH standards.
- > Plays a key role in infection control by adhering to cleaning schedules and using appropriate cleaning products to prevent the spread of illness.
- > Maintains cleaning supply stock levels, reporting shortages and ensuring essential materials are available to meet service needs.

### **Impact:**

- > Contributes to the overall well-being and dignity of residents and colleagues by providing a consistently clean and safe environment.
- > Supports regulatory compliance and enhances Amplius' reputation by ensuring high standards of hygiene and cleanliness.
- > Plays a crucial role in creating a welcoming environment for visitors, professionals, and stakeholders, positively influencing first impressions of the service.

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### **Key relationships**

- > Internal Relationships – Service Manager (line manager) & Peterborough HRS Staff
- > External Relationships – N/A

## **PERSONAL SPECIFICATION**

### **Cleaner**

The values outline the key expectations of all colleagues. Used together, the Person Specification and values will ensure new colleagues will exhibit the competencies required for this role. All our opportunities will be assessed through application to interview.

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#### **Qualifications**

##### **Desirable:**

- > Health & Safety qualification including COSHH or prepared to work towards one.

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#### **Experience and knowledge**

##### **Essential:**

- > Able to demonstrate experience of domestic/cleaning support either through paid or voluntary work.
- > Evidence of working with customers and ability raise concerns where required.
- > Able to establish positive relationships with colleagues and customers.

##### **Desirable:**

- > Safeguarding knowledge and good practice.
- > A general awareness of health and safety requirements.

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#### **Skills and competencies**

##### **Essential:**

- > Ability to work unsupervised and on own initiative.
- > Ability to undertake a full range of cleaning duties using electrical equipment.
- > To be highly organised and efficient with the flexibility to adapt to different work demands and situations.
- > Ability to work to timescales and achieve results.

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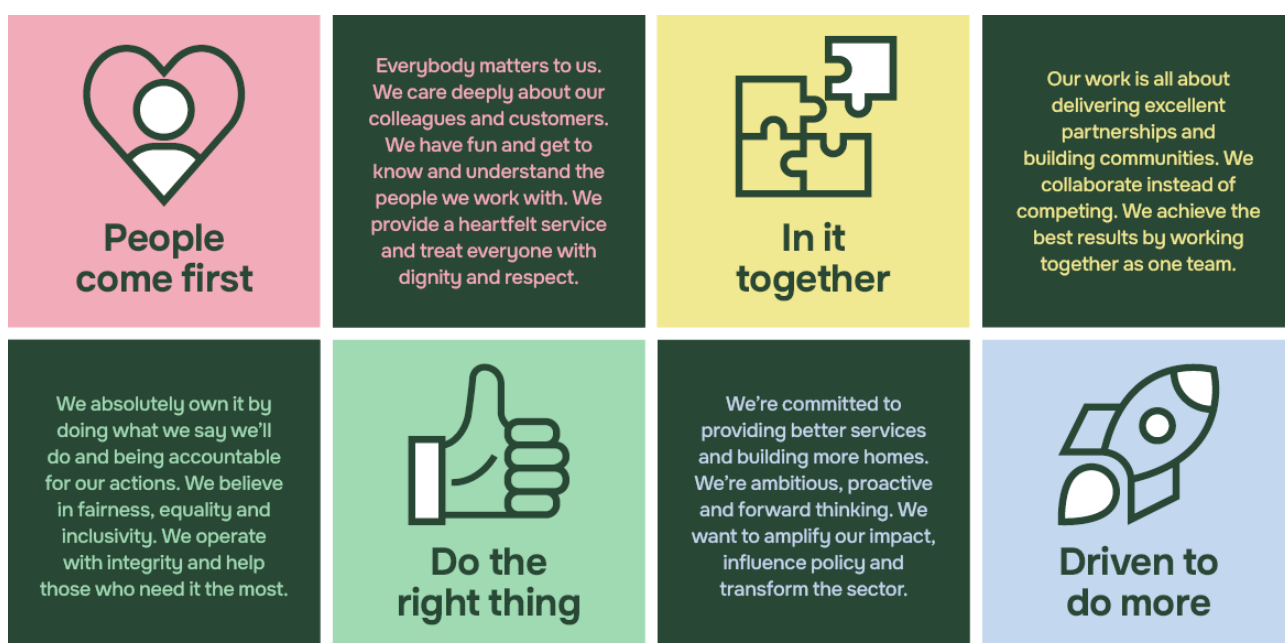
## Characteristics

### Essential:

- > Able to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.
- > Promotes equality of opportunity for all people as employees or customers.
- > Promotes an environment where everyone can thrive and reach their potential.
- > Recognises and values the diversity of the communities where the organisation works.

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## Our values



## Additional duties clause

The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their manager.

Duties may vary as and when localised procedures are updated or renewed with varying Local Authorities that the organisation works with. We reserve the right to alter the content of this job description to reflect changes to the organisation or the services it provides.

**To be reviewed as part of the Job Description review process.**