

Job Description



Job Title:	Cleaner
Location:	Groundwork Offices, Parc Menai, Bangor
Responsible to:	Head of Resources
Number of hours per week:	Part-time, evening/early morning
Salary:	Minimum wage (max over 25 £8.72 an hour)

Purpose of the job

To ensure that our office accommodation based in Parc Menai, Bangor is cleaned to a high standard. Hours of work on average 4 hours per week over 2 days, Wednesday, and Friday with the occasional additional hours to facilitate a deep clean. (Times to be agreed outside of daily business arrangements taking place on site).

Summary of Main Responsibilities

In accordance with the cleaning specification ensure the communal areas, classrooms and offices, toilets and meeting spaces at Groundwork North Wales key sites are cleaned to the highest standard.

- Sweep, vacuum, mop floors;
- Dust and polish furniture and other surfaces such as window ledges, skirting boards etc;
- Clean glass surfaces, windows and mirrors;
- Scrub sinks, basins and toilets.

Maintain storage lockers, cupboards and equipment in a clean and tidy condition.

Maintain cleaning stock supplies and equipment and raise purchase orders to top up as necessary.

Empty the bins and remove waste from site across and around the premises following appropriate recycling guidance.

Report repairs and replacements needed when encountered in the fulfilment of duties.

Ensuring all equipment is neatly put away and any damages or breakages are reported.

Other Duties

The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the organisation.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Previous cleaning experience is expected • Commitment to achieving high standards of cleanliness and hygiene, as well as safety • Knowledge of cleaning chemicals, proper storage and disposal methods • General knowledge of cleaning products, supplies, and techniques for cleaning 	<ul style="list-style-type: none"> • Relevant health and safety knowledge, including COSHH training
People	<ul style="list-style-type: none"> • Good interpersonal skills • Ability to work well alone and with a partner or team • Reliable and punctual with a dedicated professionalism to job and duties 	
Judgement & Initiative	<ul style="list-style-type: none"> • Organised and able to follow a schedule and able to adapt to changing schedules or routines • Excellent time management skills • Pays attention to detail when cleaning 	
Communication	<ul style="list-style-type: none"> • Basic standard of literacy in order to read instructions and to follow verbal directions where necessary 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh
Resources	<ul style="list-style-type: none"> • Physically able to reach, stretch, bend, and walk during daily routine, with ability to stand for long lengths of time • Physically able to push vacuum cleaner for extended periods of time 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality 	
Other	<ul style="list-style-type: none"> • Able to work evenings, early mornings • Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values • Appreciation and understanding of Welsh heritage and culture. 	<ul style="list-style-type: none"> • Full driving licence and access to own vehicle