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**ROLE PROFILE**

**JOB TITLE: DOMESTIC CLEANER**

**LOCATION: Lomondside – Alexandria**

**CONTRACT TYPE: Permanent**

**REPORTING TO: APM/PM**

**HOURS PER WEEK: 10**

**SALARY SCALE: £20,066 (pro rata)**

**PURPOSE OF THE JOB**

The Cleaner will maintain a clean, safe and healthy environment.

**MAIN DUTIES AND RESPONSIBILITIES**

Cleaning duties will include the following:

* Daily vacuuming of communal areas;
* Washing of non-carpeted floors daily;
* Daily cleaning of communal toilets, showers and bathrooms;
* Daily cleaning of ashtrays and bins;
* Monthly washing (or as required) of skirting boards and paintwork to be washed monthly (fortnightly or as required in the kitchen;
* Fortnightly (or as required) washing of areas around fridges and cookers – this will involve pulling these appliances out and the areas around them;
* Weekly cleaning/mopping/sweeping of the communal close;
* At least fortnightly cleaning of all cookers and ovens; appliances should also be inspected weekly and cleaned if required to comply with fire safety and/or health and safety;
* Thoroughly cleaning a room when vacated including: -
* Thorough cleaning of kitchen, bathroom, bedroom and living room
* Vacuuming of carpets
* Inside and outside of wardrobe
* Chest of drawers and/or bedside unit
* Mattress
* Laundering bedding and placing fresh bedding on bed
* Cleaning of mirror
* Washing of paintwork as required
* Cleaning of wastepaper bin
* General dusting and polishing
* Cleaning of fridge/freezer
* Laundering of curtains
* Windows
* Replacing towels and welcome pack items.

On occasion, when a flat is vacated, the communal areas of a flat may require cleaning.

Other requirements are:

* To participate in supervision or other meetings if required by project management;
* To attend training courses as directed;
* To undertake any other reasonable duties as delegated by project management.

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| **PERSON SPECIFICATION – DOMESTIC CLEANER** | | |
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|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | N/A | * Appropriate literate and numerate |
| **Knowledge** | * Health and Safety related issues. * COSHH legislation * Understanding of service users vulnerability |  |
| **Experience** | * Team working * Previous experience working within a cleaning role | * Working within challenging environment. |
| **Skills /**  **Abilities** | * Appropriate assertiveness * Ability to operate cleaning equipment |  |
| **Personal**  **Qualities** | * Flexible, adaptable and reliable * Friendly, calm and personable * Patient, resilient and tolerant |  |
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**TERMS AND CONDITIONS SUMMARY FOR CANDIDATES**

The following terms and conditions are typically offered to Association staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period** 3 months with a review at 6 weeks.

**Annual leave** 20 days’ annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)

**Pension** Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.

**Life assurance** 3 times basic annual salary payable on death in service.

**Sick pay** Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks’ full pay and 5 weeks’ half pay between 3 months’ and 1 years’ service; 10 weeks’ full pay and 10 weeks’ half pay between 1 and 3 years’ service; and 26 weeks’ full pay for more than 3 years’ service.

**Employee assistance** Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.