

JOB DESCRIPTION

JOB TITLE: Cleaner

RESPONSIBLE TO: Premises Maintenance Supervisor

LOCATION: Bryson House, 28 Bedford Street, Belfast

MAIN TASK:

To be responsible for the cleaning and waste collection duties in assigned areas within Bryson House, 28 Bedford Street, Belfast.

SPECIFIC TASKS:

1. To ensure all designated floor areas are kept clean by sweeping and/or vacuuming according to floor covering.
2. To ensure all office/training equipment and furniture is dusted and if appropriate polished using suitable cleaning agent.
3. To empty on a daily basis all waste receptacles in offices, toilets and common areas and place in bags for removal.
4. To keep clean and sanitise on a daily basis all lavatories including toilet bowls, seats, sinks, floors, pipes, walls and cubicles.
5. To maintain flooring in common areas by sweeping, washing and where appropriate burnishing.
6. To keep replenished all sanitary supplies in lavatories (and other designated areas) including soap, hand towels, toilet rolls and if appropriate air freshener.
7. To keep clean staff kitchen areas by vacuuming floors and sanitising table tops and where necessary chairs.
8. To participate in training as required.
9. To observe all health and safety rules and regulations.
10. To carryout all other relevant duties that may from time to time be allocated

TERMS AND CONDITIONS:

Length of contract: Temporary for six months

Salary: £7.85 per hour

Hours: 20 Hours per week
7.00am-11.00am Mon-Fri

Holidays: 12 statutory days
20 Annual days (pro-rata)

Probationary Period: 6 months

Period of Notice: 1 week - in writing

BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES

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**BRYSON CHARITABLE GROUP OPERATE A NO SMOKING POLICY - WE
THANK YOU FOR NOT SMOKING DURING WORKING HOURS**

**ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO
RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND
INDEPENDENCE**

PERSON SPECIFICATION

Job Title: Cleaner

<u>Criteria</u>		Essential	Desirable	Tested
Experience	Previous experience of general cleaning duties	✓		Application form
	Literate	✓		Interview
Special Aptitudes/Skills and Competencies	Good oral communication skills	✓		Interview
	Ability to work on own initiative	✓		Interview
Physical Abilities/Circumstances	To work evenings and weekends as and when required		✓	Interview