

## JOB DESCRIPTION

**Job Title** Kickstart Cleaner

**Responsible to:** Maintenance Supervisor

**Working Relationships:** Facilities team, other YMCA staff

### Job Purpose

To ensure the premises are kept clean, tidy and hygienic thereby assisting in the provision of a warm, caring and safe environment for young people, employees, volunteers, clients, user groups and others connected with the premises and its use

### Main Tasks

- To ensure that all communal areas, gym, offices and vacant flats are cleaned as required prioritising as directed by the Maintenance Supervisor
- Ensure the lobby, lifts and public areas are clean at all times where possible, as these are the first impression areas
- Empty bins as required
- Vacuum all common areas, offices, corridors etc as required
- Clean all toilets, hand basins, soap dishes, kitchen sinks and work surfaces, kitchen and toilet floors
- Polish desks, filing cabinets, telephones and computer equipment and any other office equipment, clean and disinfect telephones
- Vacuum and clean vacant flats, clean fridges and cookers, remove rubbish and ensure flat is ready for letting
- Ensure stairs and fire escapes are kept clean and unobstructed
- Remove graffiti where possible
- Ensure rubbish is disposed of correctly
- Wipe down and dust windowsills and shelves
- Remove cobwebs at high levels where required
- Remove fingerprints and marks from doors and paintwork
- Wipe tops of radiators and skirting's
- Wash and clean front & rear lifts paying particular attention to floor area
- Keep a track of stock levels and request cleaning materials as required before they run out
- Clean interior of windows in common areas, vacant flats and offices
- Carry out project laundry as required

### **Other Tasks**

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the General Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with particular regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of YMCA

### PERSON SPECIFICATION

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of Health and Safety including COSHH and other relevant statutory requirements	•	
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A general education	•	
Cleaning qualification to Level 2 NVQ or considerable cleaning experience		•
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in general building cleaning care, to include residential rooms, offices and public areas		•
Previous experience in building cleaning or associated capacity in a variety of settings, including voluntary work		•
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Good communication and telephone skills		•
Basic IT skills		•
Time management skills		•
Ability to work with young people in a non-judgemental and non-discriminatory manner	•	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Be calm and patient under pressure	•	
Co-ordinate and organise general cleaning routines as part of a team		•
Take on tasks and see them through on one's own initiative		•
Be absolutely reliable	•	
To be able to demonstrate empathy with the Aims and Purposes of the YMCA	•	
Sympathy with the Christian Aims and Purposes of the YMCA	•	
High levels of honesty, integrity and discretion	•	