

# Job Description

## Site Cleaner

### 1. Our Mission Statement:

White Lodge Centre is an independent voluntary organisation. White Lodge Centre supports disabled children, young people and adults, their families and carers in Surrey and the surrounding areas. This is achieved by providing high quality, innovative and individually planned services.

### 2. The Role:

<b>Job Title:</b>	Site Cleaner
<b>Unit:</b>	Central
<b>Responsible For:</b> (through line management structure)	None
<b>Responsible/Reports To:</b> (through appraisal process)	Facilities Coordinator
<b>Job Purpose:</b>	The cleaning of Pathways and Rendezvous, and spot cleaning of Treetops (as and when requested).
<b>Hours of work</b>	Normal working hours: 20 hours Monday, Tuesday, Wednesday, Thursday, Friday (07.30-12.00 with 30-minute unpaid break)
<b>Special requirements</b>	For this role you will also be required to undertake an Occupational Health Assessment. You will also have to complete a DBS application and obtain enhanced DBS status.
<b>Job Context:</b>	All staff must adhere to the agreed aims and objectives of White Lodge Centre.

**3. Introduction:** This role will ensure the cleaning of Pathways and Rendezvous, and (when requested) spot cleaning of Treetops.

**4. White Lodge Centre General Employment Policies:** Staff must comply with all White Lodge Policies and Procedures, as they form part of your Contract of Employment. You are advised to read (ensuring you fully understand the contents), refer to and update yourself with each policy. If you remain unclear, you must consult your Line Manager. All policies can be obtained under Public Folders or are available on request. The following are some of the general principles:

To work within the context of all the organisations policies and procedures, in particular Equality, Health and Safety, Data Protection, and Quality Assurance.

To adhere to the Centre's confidentiality policy, ensuring respect for, and proper observance of, for clients and staff, at all times.

## Site Cleaner: Accountabilities and tasks

- To maintain a high standard of daily cleaning of all internal areas of Pathways and Rendezvous buildings (and, when at the specific request of the Facilities Co-ordinator when necessary, Treetops building), including high and low level.
- To prioritise and pay particular attention to all areas of flooring used for service provision including Nursery, Gym, Therapy and Child Assessment rooms.
- To use all cleaning supplies in the correct manner taking care not to mix chemicals and only to use products supplied by White Lodge Centre.
- To ensure a high standard of health and safety including correct use of Personal Protective Equipment (PPE) as necessary e.g. gloves, disposable aprons etc. (PPE to be provided by White Lodge Centre).
- To clean to the schedule provided by the Facilities Co-ordinator.
- To carry out regular 'deep' cleans of toilets and bathrooms.
- To report any building defects or health & safety issues to the Facilities Co-ordinator.
- To use cleaning equipment in the correct manner and report any defects immediately to the Facilities Co-ordinator or Senior Maintenance Operative.
- To ensure that Buildings are left in a secured (locked and alarm set) position if lone working on a late shift.

## Site Cleaner: Personal Requirements for the Role

### Skills/Abilities/Knowledge

- Punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Able to work with minimum supervision
- Be flexible to changing demands of the post
- Take pride in a job well done
- To undertake any training relevant to your role

### Qualifications/ Experience

- Able to communicate clearly, understand and follow instruction
- Experience of undertaking general cleaning duties