JOB DESCRIPTION

First Step is committed to working with children, parents, staff, volunteers and the community to safeguard and promote the welfare of children and vulnerable adults. We have a duty to carry out the appropriate procedures if we believe that a child or vulnerable adult may be subject to any form of abuse.

First Step is committed to making sure it provides equality of opportunity through employment and service delivery. First Step's approach to Equality and Diversity is based on the principle of inclusion (increasing the diversity of people actively involved in and contributing to the development of sustainable communities). At its heart is a commitment to the value that all staff bring to the organisation because of their diverse characteristics. These cover race, gender, disability, age, marital status, sexuality, religion, background, personality and work style.

Please be aware that a Disclosure and Barring Service (DBS) check will be required under the provision of the Rehabilitation of Offenders Act 1974.

POST TITLE:	Cleaner
POST SALARY:	£14 hourly rate
HOURS OF WORK:	1.5 /2 hours per day - Weekdays Shifts available AM or PM
POST LOCATION:	First Step, Hornchurch
REPORTS TO:	Centre Manager

PURPOSE OF THE POST

To undertake, individually or as part of a team, the cleaning of First Step and ensure it is kept in a clean and hygienic condition.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Take part in maintaining the cleaning of First Step:

• Be responsible for cleaning the First Step site instructed by your Line Manager / Supervisor (this will vary from time to time).

• Carry out the following duties as instructed and in accordance with cleaning schedules and processes:

- Sweeping and Vacuum cleaning hard and soft floors;
- Spot cleaning of spillages;
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
- Emptying and cleaning waste, sanitary, nappy and recycling bins;
- Cleaning toilets including sanitary fittings and surrounds;
- Able to deal with all types of cleaning which may involve dealing with bodily fluids on occasion;
- Mopping and spray cleaning hard floor surfaces including hall floor;
- Wiping and polishing and straightening furniture;
- Replenishing supplies e.g. toilet rolls, paper towels and soap;
- Checking and closing windows, switching off lights after work;
- Completing an annual deep clean of all rooms and other frequently used spaces on First Step premises;
- Complete termly upkeep cleaning of all rooms and other frequently used spaces on First Step premises including high and low level dusting;
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels;
- To use only approved cleaning materials and in accordance with manufacturer's instructions and COSHH regulations. Chemicals should never be mixed with other chemicals;
- Operate cleaning machinery in cleaning soft and hard surfaces as required;
- To act as a key holder when required;
- Report to Line Manager / Supervisor all defects/hazards immediately;
- Complete cleaning records
- The above-mentioned duties are neither exclusive nor exhaustive.

Maintain Health and Safety procedures at all times:

• Ensure security of the building i.e. check windows and doors are closed/locked.
• Report any faults to electrical cleaning equipment, do not use until fault is repaired.
• Ensure correct policies and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
• Report to Line Manager / Supervisor all defects/hazards immediately.
• Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
• Ensure all PPE issued is worn when required, including protective clothing and rubber gloves.
• Display wet floor signs when cleaning floors.

Organisational

• Work as part of the First Step Team and comply with First Step policies and procedures.

• To fully engage with the performance and development review process taking personal responsibility for identification of learning, development and training opportunities in discussion with your manager.

• To comply with individual responsibilities, in accordance with the role for health and safety in the workplace, being aware of Health and Safety regulations and ensuring Risk Assessments are review periodically. Report any areas of concern to the Centre Manager or CEO.

• Ensure that all services are accessible and comply with First Step's valuing diversity policy.

• Maintain confidentiality regarding children and families in compliance with the First Step Data Protection Policy and Codes of Practice.

• Attend staff meetings, First Step training courses and other training courses when required.

• Participate in regular line management supervision and performance management reviews.

• Demonstrate sensitivity and a positive attitude towards disability and special needs, adopting a strengths-based approach.

• Ensure that all duties carried out and services provided are in accordance with First Step's Equal Opportunities Policy.

• The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

• This job description is subject to change and may include other duties as discussed with your Line Manager commensurate with the grade identified for this post.

• First Step enjoys the support of many volunteers who assist the organisation in fundraising and other activities. We expect all staff to commit to the First Step ethos of offering some time each year on a voluntary basis to work alongside our volunteers.

PERSON SPECIFICATION

The skills and experience outlined below describe the ideal candidate that we are looking for. Even if you do not consider that you meet every point listed, if you can demonstrate that you feel you can fulfil the essence of the role, we would like to hear from you for an informal conversation.

	Essential or Desirable
SKILLS, ABILITIES & KNOWLEDGE	
• Ability to work as part of a team.	E
• Ability to follow simple written instructions.	E
• Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.	E
• A range of cleaning skills which can be utilised in maintaining a clean and safe environment.	E
• Clear communication for reporting issues or asking for assistance when needed.	E
• Capable of performing cleaning tasks that may require standing, bending, and lifting. i.e. moving tables and chairs.	E
• Ability to manage time effectively to ensure tasks are completed within the required timeframe.	E
• Trustworthy, maintaining confidentiality at all times in respect to First Step related matters and to prevent disclosure of confidential and sensitive information.	E
• Dependable and punctual.	E
• Knowledge of moving and handling procedures.	E
• Awareness of health and hygiene procedures.	E
• Comfortable with changing tasks based on immediate needs or requests.	E
EXPERIENCE	
• 1 year experience of cleaning in a professional environment.	D
• Experience of cleaning and how to maintain a clean environment.	E
EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)	
• Understanding of, and commitment to, the First Step Equal Opportunities policy.	E

For further details or an informal conversation, please contact Kate Williamson or Mark Halls at recruitment@firststep.org.uk or call 01708 556355