



POST OF CLEANER (MATERNITY COVER)

JOB DESCRIPTION

HOURLY RATE: £12.00

BENEFITS: Local Government Pension Scheme- **15% Employer contribution.**
Free use of Pickaquoy Centre facilities, including Phoenix Cinema
Discounted food and drink in the Picky café
Various centre discounts, including Personal Training Sessions,
Sunbed Use, Children's Parties, Holiday Camp.
Enhanced annual leave entitlement linked to length of service
Cycle to Work Scheme
Contractual Sick Pay Scheme.

NO. OF HOURS: 35 hours

Maternity Cover – fixed term up to 14 months

Start date expected January 2025 but can be flexible to suit candidate availability

DATE PREPARED: December 2024

RESPONSIBLE TO: Duty Manager

PRINCIPAL FUNCTIONS: **Overview**
Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

You will undertake a variety of cleaning duties as part of the Cleaning Team, ensuring a high level of cleanliness is maintained throughout all of the centre facilities.

In your role you will assist in providing excellent service provision to all customer user groups of The Pickaquoy Centre.

PRINCIPAL DUTIES: **Main Duties**

1. To undertake cleaning tasks throughout the Pickaquoy Complex to the required standard. Tasks include, but are not limited to:
 - Vacuuming carpeted areas
 - Sweeping and mopping floors.
 - Cleaning changing rooms and toilets.
 - Polishing glass, mirrors and chrome.
 - Dusting ledges and windowsills.
 - Replacing toilet rolls and replenishing soap dispensers.
 - Emptying bins
2. To assist in continued service excellence, ensuring all health and safety requirements are adhered to and the cleanliness of the facilities are maintained to an excellent condition, adhering to strict hygiene standards.
3. To follow and adhere to COSHH requirements.

4. To use cleaning materials, chemicals, equipment and heavy-duty cleaning machines appropriately, economically and safely and as per manufacturer/suppliers' guidance.
5. Completion of relevant checklists as tasks are completed.
6. To maintain the high standards of cleaning cupboards, ensuring they are clean and tidy and locked when not in use.
7. To assist with emergency procedures ensuring the safety of staff and public.
8. To undertake such other duties as are appropriate to the grade and designation of the post and as required by the Management Team.
9. To ensure that all duties are carried out with due regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
10. To perform all duties in accordance with the standards as set out in the operating procedures and working instructions.
11. The postholder may be required to work at other sites operated by The Pickaquoy Centre Trust.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> • COSHH Training/Qualification(s) • Health and Safety Training/Qualification(s) 		✓ ✓
Relevant work / other experience – <ul style="list-style-type: none"> • Previous experience of working as a cleaner • To have knowledge and experience of cleaning duties. 	✓	✓
Skills and Abilities – <ul style="list-style-type: none"> • To be able to carry out the duties required of the post. • To be able to use cleaning materials, chemicals, equipment and heavy-duty cleaning machines appropriately and safely. • To demonstrate an understanding of the importance of compliance with policies and procedures. • To have the ability to understand health and safety regulations. 	✓ ✓ ✓ ✓	
Personal Qualities – <ul style="list-style-type: none"> • To be willing and able to work as part of a team. • To have good communication skills • To be able to interact with customers and provide a good level of customer service. 	✓ ✓ ✓	
Additional Job Requirements – <ul style="list-style-type: none"> • To be available to work on a rota system, which will include early mornings, late finishes and some weekend work. 	✓	