CLEAN START

Job Description

**Cleaner - Decorator**

 Job Title: Clean Start Supervisor

Salary: £18,278 per annum (£9.50 per hour)

 Responsible to: Repairs Manager

**Purpose of the Post**

The main purpose of the post is to provide a decorating and cleaning service for a range of customers. Jobs undertaken will include contract-based jobs and single one-off jobs.

**Property Cleaning**

* Basic cleaning – wiping/dusting of surfaces, vacuuming/sweeping of floors
* Deep cleaning - wiping/dusting of surfaces, vacuuming/sweeping of floors, internal cleaning of units/furniture, cleaning behind units/equipment/furniture, wiping down paintwork, cleaning of doors and removal of rubbish
* Intense cleaning - wiping/dusting of surfaces, vacuuming/sweeping of floors, internal cleaning of units/furniture, cleaning behind units/equipment/furniture, wiping down paintwork, cleaning of doors and removal of rubbish, cleaning of windows/frames, cleaning of walls, steam cleaning and cleaning of bodily fluids
* Rubbish clearance

**Carpet and Upholstery Cleaning**

* Upholstery shampooing
* Carpet shampooing
* Use of floor machine

**Window Cleaning**

* Cleaning of internal and external windows

**Other**

* Any other cleaning work deemed reasonable by a line manager.

**Equal Opportunities**

* To promote and ensure compliance with the company's equal opportunities policy and practice.
* To demonstrate a commitment to equal opportunities policy and practice.

**Health and Safety**

* To be aware of and promote all health and safety issues.
* To ensure compliance with approved health and safety policies.

**General**

* To work within TLA values
* To take part in any training course as and when required.
* To attend regular and planned supervision with a line manager.
* To always work within Clean Start’s policies and procedures.
* To undertake any other duties commensurate with the post as agreed with a line manager.
* To always represent the organisation in a positive and professional manner.

**Location**

* The post will be based at a range of customer sites throughout West Yorkshire as agreed with a line manager.

**Working Hours**

Most of the time the role holder will work Monday to Friday 8.30am – 4.30pm (1/2-hour lunch) although on occasions there may be a requirement to work weekends for which an overtime payment will be made.

**PERSON SPECIFICATION**

**Cleaner - Decorator**

Detailed below are the essential and desirable criteria required of applicants

The “essential requirements” indicate the minimum for the role whilst the “desirable requirements” are additional attributes to enable the applicant to perform the role more effectively or with training. The “desirable requirements” may be used to distinguish between candidates invited for interview.

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| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Physical | * Ability to carry out general cleaning duties as detailed in the Job Description.
* Able to meet the physical requirements of the role.
 |  | Application Form |
| Qualifications | * Maths and English GCSE grade 5 / C or above
 |  | Application Form |
| Experience | * Competence in carrying out general painting and cleaning tasks
 | * Awareness of Health and Safety Issues including COSHH
* Experience of working under pressure
 | Application FormInterview |
| Training |  | * Working at Heights
* Manual Handling Training
* COSHH Training
 | Application FormInterview |
| Circumstances |  | * Full driving licence - less than 5 points
* A good level of spoken and written English to be able to give and communicate effectively with internal / external customers and the team
 | Application FormInterview |
| Disposition | * Excellent time keeping
* Reliable
* Be flexible to the changing demands of the post
* Enthusiasm and ability to use initiative
* Self-motivated and hard-working nature
 |  | Interview |
| Practical and Intellectual Skills | * Ability to manage time effectively to complete tasks to a high level
* Ability to prioritise work
* Ability to work with minimum supervision
* Ability to work within a team to achieve specified standards
* Ability to keep accurate records
 | * Computer literate in the use of Microsoft Word and Outlook
 | Interview |