



Post: Cleaner

Reporting to: Business Support Manager

Hours: 3 hrs per week

Salary: £22,425fte (£1,794 pa actual)

Base: 115 Charles Street, Milford Haven, Pembrokeshire, SA73 2HW

JOB PURPOSE

Supporting Sandy Bear deliver services within a clean and safe environment by following a weekly cleaning schedule including our office and activity spaces and amenities.

PRINCIPAL RESPONSIBILITIES

- Weekly cleaning of our offices and activity spaces and amenities as per a weekly cleaning schedule.
- Communicating any issues or problems with our business support manager.
- Ensuring our waste can be collected and split between general waste and recycling to support our commitment to the environment.
- Keeping the building secure upon leaving the building by setting the alarm and making sure all windows and doors are shut/locked before leaving.

GENERAL TERMS AND CONDITIONS

Equal Opportunity

All employees must comply with Sandy Bear's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability, or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.



PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> The ability to read and follow basic instructions on work schedules. 	
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> Ability to read and understand labels on cleaning products to ensure your own and safety of others. 	<ul style="list-style-type: none"> Experience of working in a similar role or a role that shows you ability to carry out this position.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work alone Able to follow a schedule/routine Physically able to carry out the role using the equipment provided Able to use stairs as we are located across two floors. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Excellent communicator Physically fit and able to undertake the role Trustworthy and reliable 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> The ability to carry out the role outside of office hours (After 5pm, or before 830am), or over the weekend 	