Senior Cleaner

Job description

Housing Plus Group

Job description – Senior Cleaner

Reporting to the Facilities Manager.

People responsibility:

- Direct reports = **0**
- Indirect reports = **0**
- Total employees = **0**

Work Location:

Summary of role:
This role plays an integral part in the facilities management team and enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- To clean areas as instructed by the Facilities Manager.
- To clean communal areas inside block of flats, corridors, entrance halls, communal lounge, lifts, courtyards, internal and external entrance areas, waste disposal, dustbin areas, including, walls, ceilings, floors, lights, handrails, stairs, glass, etc using appropriate cleaning materials.
- Ensuring that no danger is presented to residents or visitors in the process of cleaning.
- To do basic inspections of the block and report any issues as appropriate.
- Log information of meter readings as appropriate.
- Test emergency lighting and smoke detectors and report any issues as appropriate.
- To follow all health and safety procedures and attend training as requested.
- To maintain equipment, ensuring its safe usage and storage.
- To use materials economically, ensuring safe storage and telling the Facilities Manager of replacement needs.
- To complete timesheets in accordance with procedures.
- To report to the Facilities Manager anything likely to affect cleaning work or health and safety matters within the Communal areas.

Additional responsibilities:

- **Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

  - Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

- **Data Protection:**

  - To follow the Data Protection principles in all work activity
  - To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Senior Cleaner.

You will be required to complete continuous professional development, to further support your role and the Group.