JOB DESCRIPTION

Job Title: Domestic Cleaner

Job Summary: To ensure the cleanliness of the communal areas of the property.

Hours of Work: 6 per week: 2 hours, thrice weekly on Monday, Wednesday and Friday.

Leave: 6.6 weeks per year, inclusive of bank holidays.

Responsible to: Intensive Housing Management Officer

Main Duties:

1. To clean communal areas including kitchen, lounges, bathrooms hallways and stairs to a high standard in line with the Cleaning Specification.
2. To complete necessary paperwork, including Cleaning Log and Timesheets.
3. To work, and utilise cleaning products, safely with particular reference to the Control of Substances Hazardous to Health (COSHH) Policy.
4. To report promptly any maintenance, health and safety or welfare issues to the Intensive Housing Management Officer.
5. To report promptly any requirements for cleaning materials to the Intensive Housing Management Officer.
6. To work within the policies and procedures of Norton Housing and Support Ltd
7. To carry out other ad hoc tasks as required by the Intensive Housing Management Officer.