

Rotherham Sight & Sound

Job Description – Cleaner

Hours of Work: Monday to Friday, 2 hours per day, actual times to be agreed but ideally 8:30am to 10:30am.

Wages: National Living Wage, currently £7.50 per hour, paid 4 weekly by bank transfer.

General Information:

Rotherham Sight & Sound is a division of Sheffield Royal Society for the Blind (SRSB) and provides a range of service to support people with a sensory impairment. The Ship Hill centre provides a range of facilities including office accommodation, providing services for visually impaired people, hearing impaired people (hearing aid users) and Deaf people (British Sign Language users). We require a cleaner to ensure that our building is maintained to a high standard of cleanliness and hygiene.

Due to the nature of the role, applicants need to be generally in good health and physically fit – whilst there is nothing excessively heavy, some moving of furniture (tables and chairs) will be necessary on a regular basis.

An understanding of the needs of people with a visual/hearing impairment and/or BSL is desirable but not essential.

Duties & Responsibilities:

Generally to carry out the cleaning duties as detailed in the work schedule and as directed by the Centre Co-ordinator. Specific duties include, but are not restricted to:

1. Cleaning of toilets, sinks and wash hand basins.
2. Clean tiles, mirrors and paint work.
3. Replenishment of soap, toilet rolls etc.
4. Emptying refuse bins in designated areas.
5. Cleaning of bins etc.
6. Replacing bin liners and depositing refuse at central collecting point.
7. Outside entrances check for litter, sweep and disinfect designated areas.
8. Vacuum carpets.
9. Damp dusting of all surfaces and furniture.
10. Polish furniture.
11. Other ad-hoc duties as may be required from time to time.

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Health & Safety:

1. Care and cleaning of all cleaning equipment and its storage area.
2. Reporting any defects in equipment to the Centre Co-ordinator
3. To carry out all duties in a manner that will not put themselves or others at risk.
4. To observe all recommended instructions in the use of all cleaning materials.
5. To implement care in all manual handling tasks and seek assistance when required.
6. To report any accident or incident within the work place to the Centre Co-ordinator
7. To report any changes/alterations in the work area.
8. To participate in any appropriate training sessions.
9. Wear protective clothing/footwear as necessary.

All Staff are required to:

Understand and comply with all relevant legislation and SRSSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of people with a sensory impairment. They are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of Rotherham Sight & Sound for the provision of help, support and provision of services in various forms which benefit people with a sensory impairment in Rotherham and the surrounding area.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

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Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary.

Pension

Whilst SRSB operates a Workplace Pension Scheme your earnings are not likely to reach the level where you will be auto enrolled. However, if your earnings do increase to the appropriate level you will be auto enrolled in SRSB's staff pension scheme immediately and contribute 1% of your gross earnings (plus employer contribution 1%). This percentage is due to increase to 3% employee (employer 2%) in April 2018 and 5% employee (employer 3%) in April 2019, subject to the government not deferring these increases. If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution. This is a 'money purchase' scheme and is contracted in to SERPS.

Holidays:

Pro rata to Full time (37.5 hours) entitlement which is 23 days per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. Our holiday year is 1st January to 31st December each year, holiday entitlement accruing pro-rata throughout the year.