

Sheffield Royal Society for the Blind (SRSB)

Job Description: Cleaner

Hours: Monday to Friday 6:30am to 9am

Additional hours to cover sickness and holidays may be necessary.

Pay: £10.50 per hour.

Responsible to: Operations Manager

Function: General cleaning duties as detailed in the work schedule and as instructed by the Operations Manager.

Main Duties:

1. Cleaning of toilets, urinals, sinks, wash hand basins. (Including cleaning and disinfecting of Guide Dog Toilet)
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 liners and depositing refuse at central collecting point.
7. Wash down of refuse bin area.
8. Outside entrances check for litter, sweep, and disinfect designated areas.
9. Cleaning and Vacuuming offices and communal areas
10. Static mopping of floors and walls.
11. Damp mopping of floors.
12. Buffing, spray buffing and scrubbing of floors.
13. Dusting surfaces and furniture and ensuring all areas are free of clutter and debris
14. Monitoring cleaning equipment/stock and ordering when required.
15. Any other ad hoc duties.

Health & Safety

1. Care and cleaning of all cleaning equipment and its storage area.
2. Notifying management of occurring deficiencies or needs for repairs
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 workplace to manager
7. To report any changes/alterations in the work area.
8. To participate in any appropriate training sessions.
9. Wear protective clothing if necessary.