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**Bradbury Centre Cleaner**

Line Manager: Corporate Services Manager

Based at: The Bradbury Centre, 16-18 Kingston Road, PO1 5RZ

Salary: £8.72 an hour

Contract: Part-Time

Hours: 12 hours per week ideally 6am to 9am, although negotiable

Age UK Portsmouth (AUKP) is an independent charity which provides high quality and accessible services for adults and elderly people living in Portsmouth and South East Hampshire.

**Purpose of the role:**

To undertake cleaning duties within specific areas of the building, as directed, to ensure that The Bradbury Centre presents clean and hygienic conditions.

**Main duties and responsibilities:**

The Ground and First Floors of the Bradbury Centre are to be cleaned: comprising entrance and pathways around the building, main entrance and reception area, all offices, meeting rooms, utility room and adjacent areas, service provision rooms ie Chiropody and Hair Salon, Activities room, staff kitchens; Café seating area, its kitchen staff toilet/changing room, all toilet facilities, lift, staircases and stairwells, connecting passageways and the rear garden area as and when required.

**Daily duties:**

* + Emptying and removing waste from all general waste bins to designated disposal points
  + Replenish bin liners as required
  + Clean, sanitise, de-scale as necessary, all toilet and washroom facilities ie pans, basins, urinals, seats, covers, taps, mirrors, tiles, pipe work, shower units, fixtures, fittings, metalwork, walls, floors, doors, handles etc
  + Clean, sanitise and de-scale as necessary, all kitchen areas and utility room, including sink units, work surfaces, tiles, walls, floors, microwaves, fridges, furniture etc
  + Vacuum, dust and general wash and/or clean including surfaces throughout The Bradbury Centre
  + Mop all hard floor surfaces using appropriate cleaning agent/s particular to floor surfaces
  + Locking of all office doors, windows and shutters upon exiting the building and setting building alarm when leaving the building unattended.

**Progressive duties**

* + Progressively vacuum, dust and clean all surfaces including furniture, window sills, doors, desks, chairs, skirting boards, pipe work, shelving, mirrors, picture frames, cabinets, book cases, fixtures, fittings, equipment etc within normal reach
  + Remove all high level dust and cobwebs, tops of doors, window and door architraves
  + Remove finger marks etc from door handles, switch surrounds and other accessible surfaces
  + Remove finger marks etc from glazing to internal doors and partitioning
  + Sanitise telephone handsets monthly
  + Wash inside and outside surfaces of waste bins, as necessary.
  + Clean both sides of whole glazed entrance area from main doors
  + Replenish washroom toilet paper, soap and air freshener facilities as required

**General duties**

* + To work in accordance with any reasonable instructions laid down by your Line Manager
  + To meet basic Health & Safety guidelines concerning personal safety and protection
  + To report any faults, defects and repairs found wanting during your cleaning shift whether cleaning or office equipment
  + To work appropriately alongside all Age UK Portsmouth COSHH sheets and the Age UK Portsmouth Health and Safety Policy

**Safeguarding**

To report issues immediately to the I&A Manager as per Safeguarding Policy documents located in hard copy at Reception, Activity Centre and First Floor Staff Kitchen.

**Special Conditions**

DBS disclosure is required prior to any offer of employment.

**General Requirements**

To attend staff meetings where necessary.

Should work papers be left on desks, it is not the responsibility of this role to move them. Cleaning will be carried out around papers, being aware that all data is confidential and that the role has agreed in writing to abide by that confidentiality. Regularly unclear desks should be reported to your Line Manager.

Age UK Portsmouth operates a No Smoking policy and all staff are required to comply.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

**Person Specification**

* Proven experience in professional cleaning
* Experience of working within industrial and/or public environment advantageous
* Strong interpersonal skills and relationship coordination
* Excellent attention to detail with cleaning expected to present to a high standard
* Excellent time keeping
* Ability to deal with staff and public in a professional and helpful manner
* Basic health and safety qualifications/knowledge – COSSH understanding ideal
* Understanding and experience of working to risk assessment requirements
* Excellent verbal communication skills

**Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, Age UK Portsmouth reserves the right to update your job profile to reflect changes in, or to, your post.

**Diversity**

Age UK Portsmouth believes that everyone has the right to be treated equally and that diversity of groups and individuals should be embraced, valued, and respected. Age UK Portsmouth is committed to eliminating any form of discrimination be it direct, indirect,harassment or victimisation; to support this, Age UK Portsmouth has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Charity’s share drive. Any breaches may lead to termination of employment.

**Health, Safety and Environment**

You are responsible for ensuring that workplace responsibilities are carried out with full regard to, and in support of, Age UK Portsmouth’s Health and Safety and Environment Policies.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Disclosure & Barring Service formerly the Criminal Records Bureau**

All Age UK Portsmouth staff are required to hold Disclosure Service certification from the Disclosure & Barring Service formerly the Criminal Records Bureau (CRB). New members of staff will be required to submit an application to achieve Disclosure Service certification as part of Age UK Portsmouth’s staff recruitment process.

Further information about the Disclosure Service is available from the DBS website at <https://www.gov.uk/disclosure-barring-service-check/overview>.

**Application**

Please note that providing false information is an offense and could result in the application being rejected or summary dismissal if you are appointed to the post and possible referral to the Police or Independent Safeguarding Authority (ISA).