

Job Description

Building Cleaner

Job Title: Building Cleaner

Department: Newark & Sherwood

Responsible to: Building Cleaning Supervisor

Location: YMCA Newark & Sherwood, Community & Activity Village, Lord Hawke Way, Newark, NG24 4FH

Hours: 17.5

Salary: £8,990.80

Job Purpose

- Work proactively with the Building Cleaning Supervisor to maintain 100% business and operational continuity in line with YMCA Newark & Sherwood strategy across the wider association.
- Deliver the professional provisions of soft services across the portfolio in the safe deliverance of domestic schedules, within a timely fashion to ensure their effective implementation and timely delivery to agreed KPIs.
- Completion of professional excellence in the deliverance of the Cleaning Team infection prevention strategy to reduce threat of infection outbreak.
- Drive the departments Quality Assurance Framework, focussing on Efficiency, Effectiveness & Economy, supporting the association governance to CHAS/BICS accreditation.
- Implement through stakeholder communications our operations & customer satisfaction strategy.
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

Principal Responsibilities

1. Responsible for the professional completion of cleaning services of the following:

- Dedicated areas of the building as assigned
- Schedule of Work ensuring Colour Coding Practices are adhered to
- Deep Clean Programme as and when called upon
- The safe use and practises of all cleaning machinery, equipment
- Adherence to association Health & Fire Safety practices
- Inputting of Reactive Maintenance Repairs (CAFM)
- Supporting the Sanitary collections monthly
- Manage all bodily fluid spillages



2. Maintain all aspects of Health & Fire Safety, including compliance with applicable safety regulations, ensure full adherence of departmental risk assessment, with attention to:
 - COSHH
 - Infection Control
 - SHARPS & Bodily Fluid Equipment
3. Support the deliverance of the department core values, evaluating and providing necessary action plans on performance Metrics (Efficiency of services), Customer Strategy (Effectiveness of services), Financial Data (Economy of Services).
4. Maintaining good working relationships with our stakeholder managers for the deliverance of professional soft services.
5. To have access to all available accounts & preferred suppliers list for procurement of materials / services in line with association purchasing policy.
6. To ensure a robust stock management procedure are in place across portfolio to provide accountability of stock on request.
7. Support the access/supervision of approved works to all estates.

Responsibilities of all YMCA staff, casual workers and managers

1 Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2 Other duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

4 Relationships and confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Association ethos



To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies.

Line Management Responsibility:

Direct line management, informal support of casual and agency workers, trainees and work experience placements as required.



PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Facilities Cleaning experience.	A, I
Knowledge	2.1 Good knowledge of Health & Safety & COSH Competent	A, I
Education/ Training / Qualifications	3.1 BICS Qualification (Desirable)	A, I, D
	3.2 L2 Literacy & Numeracy	A, I
Skills & Abilities	4.1 Good communication & motivational skills.	A, I
	4.2 Ability to work part of a team.	A, I
	4.3 Excellent customer facing skills	A, I
Other work related requirements	5.1 Hold a UK driving licence with access to your own vehicle. (Desirable)	A, I
	5.2 Ability to support the Christian core values of the Association	A
	5.3 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	D
	5.4 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	A, I
	5.5 Willingness to work flexible hours to suit the business need.	A, I

*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc



YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

