

Post title	Cleaner
School/Organisation	Govindas
Grade	£9 per hour
Hours	Casual
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

This role will be to support cleaning to the highest standard, maintaining a healthy comfortable eating environment.

Govinda's Catering is all about precise, beautifully designed and nourishing menus. We cater for a healthy vegetarian diet, and provide food that is good for the body, mind and soul. Feel good food that genuinely uplifts you.

RESPONSIBILITIES OF THE JOB

- To undertake the cleaning of designated areas of the premises and in the designated time.
- To use cleaning materials as instructed by the appropriate person in charge.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/buffers.
- Duties will include the following:
 - Spot cleaning of spillages
 - Wiping, polishing, dusting of designated areas
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Straightening furniture and general tidying up of designated areas
 - Replenishing supplies in toilets
 - Checking and closing windows, switching off lights after work.
 - Report all defects/hazards must be immediately reported to Supervisor
- To work as part of a team and ensure all relevant tasks are completed in allotted time.
- To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows.
- To adhere to all the agreed company policies.
- To actively participate in any appropriate training.

Person Specification			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Prioritize areas for cleaning, consider which materials and equipment to use.	X	
2.	Ensure cleaning of relevant areas is carried out conscientiously and to agreed standards.	X	
3.	Evidence of the ability to communicate clearly and concisely both orally and in writing.	X	
4.	Follow H&S practices, standards expected in terms of cleanliness and hygiene.	X	
5.	Refer to supervisor details of equipment breakdown and requests for supply of new materials.	X	
6.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
7.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
8.	Need to stand, walk, scrub, lift and carry sometimes in awkward positions.	X	
9.	Ability to work with a wide range of cleaning materials, including chemicals. Understanding of COSSH	X	
10.	Demonstrate good knowledge and practice of Health and safety.	X	
11.	High degree of initiative, drive, resilience and enthusiasm	X	
12.	Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community.	X	
13.	Some knowledge of Health and Safety requirements of school and workplace.		X
14.	Commitment to professional development, learning and development.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for

other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.