

Job Description & Person Specification

Job Title: Cleaner

Department: Head Office, Tankerness, Orkney

Responsible to: Maureen Moar

Main Purpose of Job: To clean, and maintain the cleanliness, of staff and public areas of the workshop, office and Kirk buildings.

(Please note that in addition to these functions employees are required to carry out such other duties as may reasonably be required.)

Main Duties:

- Clean staff areas

You will be provided with a list of cleaning jobs that must be completed, to a high standard. Some of these tasks may need doing a couple of times a week and some may only be weekly. You will also keep in contact with the office manager and plan future deep cleans of specific areas as required. The areas include, but are not limited to, the general office, the general workshop, the workshop canteen, the 4 workshop/office toilets, the Kirk staffroom and toilet.

- Clean customer areas

Working in conjunction with the café front of house manager, you shall deep clean the 3 customer toilets, twice a week. The front of house manager shall ensure that the cleanliness of these facilities is kept to a high standard throughout the week.

- Maintain cleaning supply stock

All materials and stock to allow you to carry out your job will be provided, and you should communicate with the office manager as these need replenishing or replacing.

Knowledge & Experience

Essential

- Trustworthiness and self motivation are essential for this job.
- Excellent communication & organisational skills.
- Pride in work.
- Excellent time management and the ability to work to deadlines.
- An aptitude for working as part of a team, and adapting to challenges as they arise.

Desirable

- Experience in similar role.

Qualifications/Attainments

Essential

- Natural level of self-motivation and pride in work.