

Job Description

Job title:	Cleaner		
Department:	RF Works		
Job Family	Production & Facilities		
Location:	Various RF Works sites (e.g., Whitehouse, St Lawrence, Growing Places, Nowton Nursery)		
Reports to:	Site Manager/Deputy		
Salary Point*:	National Living Wage	Hay points*:	62
Evaluated date*:	20/05/19		
Hours / week:	Up to 37 according to business need		
Status:	Permanent		
DBS:	Basic		
Supervisory responsibilities	No		
Job Shares will be considered for this post	Yes		
This position requires travel around the county and the ability to work flexible hours.	No		

**To be completed by HR after evaluation has taken place*

Overall Job Purpose:

A brief statement about the main objectives of the post

Realise Futures operates as a hybrid company combining commercial trade with personal & government funded public services. Our aim is to create opportunities for people to succeed in work, learning and life through three company departments, Learning Coaching & Advice, Employment and RF Works.

The post holder is responsible for creating and maintaining a hygienically safe working environment. The main objective of this role is to ensure standards of cleanliness and tidiness are maintained throughout the site.

Realise Futures CIC

Registered Office: Realise Futures, Lovetofts Drive, Ipswich, IP1 5NZ

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www.realisefutures.org

Registered No 7828443 England and Wales

Main Duties and Responsibilities:

A brief description of the most important tasks of the post

Systems and Standards; Compliance

Job Specific Technical/Manual

Adhering to company Health and Safety policies and safe practices and to agreed cleaning schedules:

- Dust, damp wipe, wash or polish furniture, ledges, windowsills, doors, external surfaces of cupboards, radiators, shelves and fitment.
- Undertake wall washing or inside windowpane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
- Ensure toilets, hand basins/sinks and kitchen surfaces are clean using designated chemicals appropriately.
- Empty waste bins or similar receptacles, transporting waste material to designated collection point.
- Clean hard and carpeted areas with appropriate equipment (e.g. wet mop, brushes, dust control mop and vacuum cleaner).
- To replenish consumable items (e.g. soap, toilet rolls, paper towels etc.), as required.
- Advise line manager of consumable purchases required and where equipment requires maintenance or renewal.

1. Know-How:

Know-how is defined as the sum of every kind of knowledge, skill, and experience required for standard acceptable performance in a role. Forward planning is concerned with the complexity of the planning required in the role, the time

The skills, expertise, and training required for the job are:-

- Ability to handle heavy equipment and machinery used in cleaning.
- Ability to walk, bend, push, pull and lift repetitively during working hours
- Knowledge of cleaning chemicals, proper storage, and disposal methods
- Good organisational skills

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<p><i>span that planning has to take place over i.e. how far does the job holder have to plan ahead and the scope of the planning, i.e. one department , a division or across the whole company. Communication is concerned with whether or not the job holder has to merely communicate with or influence others and the levels to which the role requires them to do so.</i></p>	<ul style="list-style-type: none"> • Self-motivation and the ability to identify and complete needed tasks without direct supervision. • Knowledge of confidentiality and awareness of data protection requirements in the workplace. <p>Specific qualifications or training essential to the job are:-</p> <ul style="list-style-type: none"> • Basic literacy and numeracy skills (minimum Entry level 3) • Worked experience or trained in appropriate H&S standards • Familiarity with COSHH Data Sheets <p>The amount of forward planning required in the job is:- Low –</p> <ul style="list-style-type: none"> • Generally, works on daily/weekly schedules pre-determined by line manager. <p>The type of communication and interaction needed in the job is:</p> <ul style="list-style-type: none"> • Verbal & written communication skills sufficient to give feedback on any issues related to the role to line manager. • Interpersonal skills sufficient to engage with colleagues and visitors, where relevant
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<p>2. Problem-Solving:</p> <p><i>Problem solving is concerned with the levels of autonomous thinking required in the role for analysing, creating, reasoning and arriving at conclusions. Consider the job holder's freedom to think and the amount of guidance available and the level to which constraints exist as to how problems may be resolved, i.e. levels of supervision / direction and processes or procedures that dictate the way in which a task is to be performed. Also consider the scope of the thinking required in the role, i.e. is there a clear right or wrong answer or is an element of judgement required.</i></p>	<p>The level of analysis, evaluation and problem solving required in the job are: - Low</p> <ul style="list-style-type: none"> • Ability to plan daily/weekly schedules, as directed by line manager. • Reactive support to day-to-day issues that will usually be guided by established processes/protocols. <p>The level of creativity and/or original thought to resolve issues is:-</p> <ul style="list-style-type: none"> • The post holder will have opportunities to actively contribute to the continuous improvement of service delivery.
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<p>3. Accountability:</p> <p><i>The freedom to take decisions is influenced by the presence or absence of constraints such as managers, processes and procedures and guidance. The nature of impact is concerned with the extent to which the role directly impacts on end results whilst the magnitude of impact considers how much of the organisation is affected by the job holder's accomplishment of the job's basic purpose.</i></p>	<p>The amount of freedom to take decisions in the job is: -</p> <p>Low:</p> <ul style="list-style-type: none"> • Most decisions will be guided/directed although it is recognised that initiative may need to be employed when dealing with day-to-day issues. <p>Nature of impact: -</p> <ul style="list-style-type: none"> • Maintaining a clean work and learning environment is essential for the health & safety of employees and external visitors to the site. <p>Magnitude of impact: -</p> <ul style="list-style-type: none"> • Whilst RF Works operates in an environment with vulnerable adults, there is minimal impact on the successful achievement of outcomes for the individual site as close supervision of postholders work will always be present to ensure a safe and hygienic environment is maintained
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These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation. We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

Evaluation

A 0 1 (43), B 1 (5), A 0 C (14) Total = 62 points