

SCARBOROUGH YMCA

JOB DESCRIPTION

Job Title:	Cleaner (mornings)
Responsible to:	YMCA Facilities Manager
Job Purpose:	To maintain a high standard of hygiene and cleanliness throughout the YMCA. To supervise tradespeople when required. To complete other tasks as deemed necessary and appropriate to the role.
Work Hours:	Core Hours: Mon-Fri 7-10.30am and Saturday 7-9.30am, plus 2 additional hours to be worked flexibly each week, as required. Flexibility is required to cover for holidays/absences and other operational requirements.
Salary:	£7.50 per hour (from 1 April 2017)
Holiday Entitlement:	5.6 weeks per annum (pro rata), including statutory public holidays (the role requires the postholder to work some public holidays).
Start Date:	
Probationary Period:	

Job Context:

YMCA Scarborough is respected locally and increasingly further afield for the quality of the support it gives to young people and others in the local community. Through continued development it now boasts some excellent facilities.

Activity is split between provision of leisure-related activity (delivered through our own instructors, or through third parties using our facilities) and productions presented in our theatre, by our own production company or by others hiring the facilities.

The Cleaner role is a vital one for the YMCA as it is imperative that our facilities are maintained to a very high standard. The work of our cleaners impacts on every person who uses our facilities and, as such, it is extremely important to have a keen eye for detail, extremely high personal standards and a commitment to giving excellent customer-service.

The YMCA Cleaner role has practical responsibility for ensuring the cleanliness of all areas of the building (inside and outside), under the guidance and supervision of the YMCA Facilities Manager. The Cleaner (mornings) will also be entrusted with the responsibility of being a nominated key and alarm code holder, will generally be the first person on-site each day and will for some of the hours be lone-working.

Main Duties:

- a) Complete a schedule of cleaning (as provided) to a high standard, making efficient use of equipment and materials, as prescribed by management.
- b) Provide timely stock-take information and orders for required cleaning materials.
- c) Ensure refuse collection dates and times are utilised effectively for the collection of waste.

- d] Complete all tasks in a safe manner, being aware of and taking appropriate steps to minimise all risks to self and others and with due regard to COSHH etc.
- e] Check for and report any incidents of damage to reception promptly and take necessary steps to isolate any risks to others.
- f] Grant access to nominated tradespeople as required and supervise as instructed.
- g] Check other deliveries against delivery note/invoice and pass paperwork to Reception, Administration and Finance Manager.
- h] Undertake other reasonable duties at the request of colleagues.

SCOPE & LIMITS OF AUTHORITY:

The post places a critical reliance on the post holder's honesty, reliability and personal standards. The post holder is expected to demonstrate behaviours in line with our Values at all times.

The post holder will report to the YMCA Facilities Manager.

RELATIONSHIPS:

The post holder is expected to demonstrate role-model behaviours in line with our Values at all times, building and maintaining strong working relationships with staff, volunteers, young people and adults to maintain and improve the quality of support given. It is imperative that whilst forming supportive relationships, you understand and respect professional boundaries.

SCALE AND IMPACT:

Our Cleaners' work impacts upon everyone who passes through our doors. As such, it is extremely important to have a keen eye for detail, extremely high personal standards and a commitment to giving excellent customer-service.

DISCRETION TO ACT:

The post-holder is expected to exercise his/her discretion in the performance of the duties of the post and to use best practice commensurate with protecting the safety of clients and colleagues, and the effective and efficient use of resources, within the limits agreed with the YMCA Facilities Manager.

ENVIRONMENT:

The post-holder is required to ensure that the rules, regulations and discipline of the YMCA are maintained for the benefit of members, volunteers, staff and other users of the building.

The duties of the post require flexibility including covering for colleagues' absence.

**Scarborough YMCA
September 2017**

PERSON SPECIFICATION - YMCA CLEANER

ITEM	ESSENTIAL	DESIRABLE
Knowledge	<ul style="list-style-type: none"> ➤ A clear understanding of Health & Safety, including but not restricted to COSHH (Control of Substances Hazardous to Health) and how to apply these in practical terms to the role. ➤ Understanding of the most suitable materials to use when cleaning different surfaces 	
Experience	<ul style="list-style-type: none"> ➤ Use of cleaning chemicals, solvents and other materials ➤ Cleaning in commercial premises to a high standard and to deadlines 	
Skills	<ul style="list-style-type: none"> ➤ Ability to move equipment to / from storage areas ➤ Ability to manage time effectively and to prioritise work. ➤ Ability to work with minimum supervision and to a high standard ➤ Ability to work both alone and within a team ➤ Be flexible to changing demands of the post. ➤ Willingness and ability to undertake any training relevant to your role. ➤ Ability to deal with people of all ages in a professional and helpful manner. ➤ Ability to clean (with appropriate equipment) from floor level to above head-height 	<ul style="list-style-type: none"> ➤ Recognised and current First Aid qualification (must be willing to work towards this)
Personal Qualities	<ul style="list-style-type: none"> ➤ You are calm and able to handle conflicting priorities under pressure ➤ You are driven to achieve the very best in everything you do ➤ You demonstrate a 'can-do' attitude and take pride in a job well done. ➤ You are not afraid of change, are open-minded, keen to learn, take advice and receive feedback ➤ You are well-organised, punctual, resilient, utterly reliable, honest and trust-worthy ➤ An acceptable enhanced DBS check 	

September 2017