

<b>Job Title</b>	Cleaner
<b>Business Stream/Department</b>	Extra Care
<b>Reports to</b>	Court Manager
<b>Direct (and indirect) Reports</b>	No
<b>Travel</b>	Infrequent

## Job Purpose ①

To provide the cleaning and shopping service to support residents in their own accommodation and/or to clean the public areas within the Court.

## Key Accountabilities ①

1.	Provides weekly domestic support service to identified residents in their accommodation.
2.	Provides a cleaning service to communal areas on a daily and weekly basis.
3.	Deals with emergencies and acts appropriately with regard to health and safety issues.
4.	Liaises with Supervisor with regard to shortage of materials, faulty equipment etc.
5.	Provides a cleaning service to void flats when required.
6.	Responsible for own Health & Safety ensuring a safe working environment for colleagues.
7.	Undertakes other tasks as identified within the role of Cleaner/Domestic Support Worker.
8.	Responsible for own Health and Safety, ensuring a safe working environment for colleagues.
9.	Undertakes any other duties in line with the basic objectives of the post.

## Knowledge and Experience ①

Domestic cleaning experience	Desirable
Commercial cleaning	Desirable
Experience working with older people	Desirable
Understanding of the physical and emotional needs of older people	Desirable

## Skills and Behaviours ①

Good organisational skills
Works on own initiative
Deals effectively with emergency situations
Good communication skills
Ability to handle petty cash/ finance and receipts
Ability to demonstrate common sense
Good time management skills
Methodical and able to complete set tasks on time
Car driver (desirable)

## Qualifications and Training ①

Good general standard of education	Essential
Willingness to participate in training	Essential
COSHH	Desirable
First Aid	Desirable