



Job Description

Post:	Cleaner
Location:	Cheshire
Responsible to:	Service Manager (or nominee)
DBS Check:	This post is subject to Adults and Child Workforce Regulations

Job Purpose:

To improve the lives of people who use our services by developing and maintaining a high standard of cleanliness and hygiene within the delegated services (which includes office areas and accommodation).

Duties:

- You will be required to clean all areas of the delegated services (including kitchen, communal areas, offices, toilets, bathrooms etc.) to a high standard of cleanliness and to carry out all duties relating to cleaning (eg. vacuuming, dusting, etc).
- To ensure confidentiality of information in respect of records maintained and tasks undertaken within P3 policies, procedures and guidelines. This includes maintaining strict confidentiality in relation to personal information (including that of people that use our services and other employees), which may become known to you in the course of your work or associated activities.
- To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with P3 policies, procedures and guidelines, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.
- You will be required to fulfill your role by fully implementing P3 Policy and Procedures.

All Job Descriptions are subject to a periodic review.

This Job Description covers the current range of duties required. P3 reserve the right to change the content of this Job Description as the business needs dictate.

PERSON SPECIFICATION

Cleaner

	Essential	Desirable
<p>Values</p> <p>Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> • Promotion of equality of opportunity • Recognise and value all aspects of diversity 	<p>✓</p> <p>✓</p>	
<p>Experience</p> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> • Previous experience of working in a cleaning environment • Previous experience of using cleaning equipment • Previous experience of using cleaning materials 		<p>✓</p> <p>✓</p> <p>✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • An awareness of the needs of people who use our services • Knowledge of health and safety legislation and requirements • Willingness to undertake Health and Safety training relating to COSHH and Risk Assessments etc) 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Must have effective communication skills • Flexibility with regards to working unsociable and additional hours as necessary • Ability to work on own initiative • Ability to work as part of a team 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Competencies in Cleaning 		<p>✓</p>