



Job Title: Cleaner

Reporting to: Premises and Health and Safety Coordinator

Normal Place of Work: Saffron Walden

Hours: 3 hours split over 2 days

Pay: £10.97 per hour

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

About the role:

The main objective of the role is to keep the Saffron Walden Hub in a clean and orderly condition, carrying out weekly cleaning duties in accordance with in house health and safety guidelines.

At Mind, we are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Key Task Areas and Responsibilities:

- All bins to be emptied and wiped down twice a week.
- Polish all surfaces and desks - where desks have been left clear.
- Hoover all carpets.

- Mop kitchens and toilets.
- Kitchen surfaces and doors to be washed down and all sinks to be cleaned.
- Dust all high level areas.
- Bathrooms to be cleaned and bleached.
- Fridges to be cleaned when required and kept to an acceptable hygiene level.
- All mirrors to be cleaned.
- Place orders for cleaning supplies when required.

Expectations

Role:

- Keep the building clean orderly condition
- Be flexible and able to work around staff if they are in the building
- Keep adequate cleaning supplies and audit of stock levels
- Maintain strict confidentiality of all persons using the Saffron Walden Hub
- To keep abreast of internal and external developments and respond accordingly.
- To undertake other duties that may be necessary as directed by the line manager, that are compatible with nature and grade of post.
- To adhere to relevant legal and statutory requirements including the Data Protection Act (always ensuring an appropriate level of confidentiality), Health and Safety at Work Act (always ensuring H&S of own and others) and any other relevant/charity law.

IMPORTANT : All roles are subject to a relevant DBS check

PERSON SPECIFICATION

Cleaner	Essential Criteria	Desirable Criteria
Qualifications		
Level two food hygiene		*
Knowledge		
Knowledge of safe handling and use of cleaning chemical and supplies	*	
Experience		
Proven working experience as a cleaner	*	
Skills and Abilities		
Empathy and an understanding of the needs of vulnerable people		*
Ability to work outside of normal working hours	*	
Ability to handle equipment and machinery	*	
Ability to work as part of a team and to work on your own initiative.	*	

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.