



Job title	Medway Cleaner
Responsible to	Office Operations Manager
Area Covered	North Kent
Department	Facilities
Hours	Part Time 15 hrs per week
Salary	£ 12.88 ph
Contract	Permanent
Base Location	Medway Office

Medway Cleaner Job Description

Purpose of the Post

This post is to; carry out cleaning tasks for North Kent Mind's offices in Dartford.

Structure of the Post

The cleaner will be supervised and managed by the Office Operations Manager and be accountable to the Board of Trustees of North Kent Mind.

The post will be based in the North Kent Mind Offices in Chatham, New Road but may require travel to other North Kent Mind sites, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises as required within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

A: DUTIES OF THE POST:

These duties apply to all North Kent Mind Staff, whichever service they work for.

1. To work within a framework which:
 - Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
 - Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
 - Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
 - Maintains good liaison with any other outside agencies as is necessary.
 - Promotes good joint working, links and cross-referral with North Kent Mind colleagues
2. To participate in supervision and appraisal
3. To attend Staff Meetings and service team meetings.
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B: DUTIES OF THE POST: SPECIFIC (Cleaner – Medway)

1. Provide general cleaning services in North Kent Mind Offices in Medway.
2. Responsible for unlocking/locking the office dependant on working hours.
3. General cleaning of all areas of the office – two floors to include Kitchen area and smaller rooms.
4. Using the cleaning checklist clean all areas.
5. Adhering to COSHH risk assessments use products provided safely and within recommended parameters.
6. Ensuring the storage of cleaning products and equipment in the correct areas.
7. Ensure all rubbish has been deposited in correct rubbish bins emphasising on recycling.
8. Work closely with the Office Operations Manager to ensure cleaning checklists, COSHH Risk Assessments are completed regularly, accurately, kept up to date and stored electronically.
9. Attend monthly supervisions and annual appraisals with your Line Manager.
10. Attend weekly or monthly meetings with other staff members as instructed by line manager.
11. Assist auditing cleaning assets, equipment, materials and tools. Liaise with line manager to arrange orders and manage cleaning stock effectively

This list is not exhaustive duties can be added in discussion with the post holder.

PERSON SPECIFICATION

Criteria	Essential	Desirable
An awareness and understanding of how people can move forward with their lives		✓
Awareness, knowledge and understanding of cleaning jobs/ duties/ tasks (cleaning standards, materials, tools, equipment, COSHH, etc.)	✓	
Ability to complete cleaning jobs up to high standards	✓	
Knowledge & ability to follow COSHH risk assessments and cleaning checklists	✓	
A non-judgemental attitude to mental health service users	✓	
Ability to work within a team	✓	
Excellent communication skills	✓	
Good organisation skills	✓	

Able to work on own initiative	✓	
Ability to work before or after standard office hours	✓	
Ability to maintain accurate records (Cleaning, COSHH, etc.)	✓	