

## The For All Healthy Living Company

<b>Job Title:</b>	<b>Bank Cleaner</b>
Reporting to:	Cleaning supervisor
Location:	For All Healthy Living Centre, South Ward, Weston-super-Mare
Hours:	minimum 2 hrs a week others to be negotiated
Salary	£6.31 per hour

### Job Context

The For All Healthy Living Company is a social enterprise which aims to sustain and develop the wellbeing of people in, Weston-super-Mare, and to demonstrate the value of working in partnership with the local community.

The centre is the most visible aspect of the company's work and we place a high value on the cleanliness of the centre as it demonstrates our commitment to providing a welcoming and safe place for local people.

### Job purpose

- Maintaining the cleanliness to a high standard in all areas of the Centre as directed.
- To be on the bank staff list to be able to provide cover for other cleaner's absences.

### Key Responsibilities

Duties will include but not be limited to:

- Reports to work on time and to work extra hours when needed
- Employees must comply with proper safety policies and procedures as required (i.e. when using cleaning chemicals, reporting incidents, etc)
- Provide excellent levels of customer service to both internal and external customers
- The employee must be able to determine the neatness, accuracy and thoroughness of the work assigned.
- Cleaning duties relating to toilets, offices, communal and shared areas.
- To move couches chairs and other furniture when needed.
- Restocking and replenishing supplies
- Ensure areas are locked after cleaning (unless otherwise directed).
- Look after and clean daily all equipment used.
- Report any faults in equipment or maintenance to fixtures and fittings.

- Collect and return keys after each shift.
- Report any accident and perform duties in accordance with the Health and Safety at Work Act.
- Wear appropriate uniform and personal protective equipment in accordance with the job you are performing.
- Have a knowledge and understanding of fire procedures as laid down by the college in compliance with the Fire Precautions Act.
- Carry out any reasonable duty requested by the management.
- Comply with company policies and procedures, eg Health and Safety.
- Be willing to participate in staff training sessions and courses.
- To maintain confidentiality at all times.

### **Other duties**

- Attend meetings as agreed
- Work within the FAHLC policies and protocols
- Work flexible hours
- Identify patterns of discrimination, take action to overcome this, and promote diversity and equality of opportunity.

November 2013