

**YMCA GLENROTHES**

**JOB ROLE – CLEANER**

<b>Job Title:</b>	Part Time Cleaner (16hrs) – YMCA Glenrothes
<b>Rate of Pay: Hours per week</b>	£8.21 (2019 – 2020) LWR April 2020 (£8.72) 16 Hours per week.
<b>Job Purpose:</b>	Working within the Christian ethos and aims of the YMCA Glenrothes, to ensure that safe and clean areas are provided for members of the public, staff and all stakeholders.
<b>Responsible to:</b>	Finance Officer
<b>Responsible for:</b>	N/A
<b>Location:</b>	YMCA Glenrothes (North Street) and other sites within Glenrothes owned/managed by the YMCA Glenrothes.
<b>Special Requirements:</b>	To work 16 hours Monday to Friday, 4 days 6.00 – 9.00 am and 1 day 6.00 – 10.00 am at the YMCA Glenrothes (North Street)
<b>Key Duties and Responsibilities:</b>	<p><b><u>Cleaning and Observation</u></b></p> <ul style="list-style-type: none"> <li>• Within buildings, to work through the prescribed cleaning programme for all public and staffing areas, ensuring that they are clear of rubbish, clean, tidy and safe for staff and public use.</li> <li>• Carry out a deeper clean of areas over a 12 week period.</li> <li>• Outwith buildings, keep surrounding grounds, bin areas clear of rubbish, clean, tidy and safe for staff and public use.</li> <li>• Be vigilant whilst on duty around buildings and grounds, reporting immediately to the Finance Officer or designated postholder any concern relating to security.</li> <li>• Keep the Finance Officer informed of concerns related to maintenance of health and safety within buildings and grounds.</li> <li>• Advise the Finance Officer of any maintenance/cleaning duty requiring immediate attention.</li> </ul>

	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Advise the Finance Officer of supplies to be purchased for cleaning duties.</li> <li>• Provide a speedy and efficient response to requested cleaning duties.</li> <li>• Provide prompt notification of any concerns affecting staff, members of the public or other stakeholders in relation to the building or grounds.</li> <li>• Identify or suggest improvements/initiatives which could benefit staff members or the public and stakeholders of the YMCA Glenrothes.</li> <li>• Work to a high standard at all times.</li> <li>• Ensure that personal skills are kept up-to-date to fulfil the job role. Participate in training as identified by the charity.</li> </ul> <p><u>Working Approach –</u></p> <ul style="list-style-type: none"> <li>• Work collaboratively and assist, as appropriate, colleagues, staff, members of the public and other stakeholders.</li> <li>• This approach includes attending relevant meetings and keeping colleagues up-to-date on relevant work issues.</li> <li>• Support the YMCA Glenrothes Management Team in creating a supportive and participatory working environment.</li> </ul> <p><i>This job profile cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above and help to ensure the highest standards are maintained in every area of the operation of YMCA Glenrothes.</i></p>
	<p>YMCA Glenrothes is a Christian charity committed to helping young people, particularly at times of need, regardless of gender, race, ability or faith.</p>

**Person Specification**

**Person Specification for Cleaner Role**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>	2 years experience of undertaking a range of cleaning duties	Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials and storage of hazardous materials	Application Interview References
<b>Education, Qualifications &amp; Training</b>  No specific educational qualifications are required.			
<b>Skills, Abilities &amp; Knowledge</b>	<p>Ability to undertake a range of manual cleaning activities.</p> <p>Ability to maintain high standards of cleanliness in accordance with specified rotas.</p> <p>Self-motivated and able to use own initiative.</p> <p>Ability to integrate into a team environment.</p> <p>Ability to work effectively and supportively as a member of a team</p> <p>Ability to work in an organised and methodical manner</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>Ability to demonstrate commitment to Equal Opportunities</p>	Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH).	Application Interview References

<b>Interpersonal &amp; Social Skills</b>	<p>Willingness to clean areas as requested by the Finance Officer or other designated person.</p> <p>Willingness to take personal responsibility for standard of work carried out.</p> <p>Willingness to participate in further training and development opportunities.</p> <p>Willingness to maintain confidentiality on all matters relating to the YMCA Glenrothes staff and stakeholders</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons</p>		Application Interview References
<b>Health &amp; Physical Attributes</b>	<p>Clean and smart appearance. Physical ability to carry out work as specified in Cleaner - Task Description</p>		Occupational Health Questionnaire and interview
<b>Other</b>	<p>Commitment to the YMCA Glenrothes aims and ethos</p> <p>Ability to work flexible hours on occasions.</p> <p>2 References (from employment or equivalent voluntary work) are required</p>		Application and Interview References