

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Accommodation Services
Section:	Day Care
Sub Section:	Riverside Day Care Centre
Post Title:	Cleaner in Charge
Vision Post Number:	3574
Grade:	GR3
Responsible to:	Day Services Manager
Posts Reporting to this Post:	n/a
Team:	Riverside
DBS Required Level:	Enhanced
Location:	Riverside Day Centre
Date of Description:	June 2011

KEY OBJECTIVES

SPECIFIC RESPONSIBILITY

- Daily opening of the building at the required time and closing and security of the building, including activating/deactivating of the security system.
- To be a registered key-holder for the building and be able to attend the building during an out of hours emergency or activation of the security system.
- Daily cleaning as scheduled of all internal areas of the building e.g. dining room, lounge, toilets, bathroom, corridors etc, including the kitchen and food storage areas.

- Periodical cleaning as scheduled e.g. refuse bins, storage areas.
- Periodical testing of fire alarms, reporting of any defects/faults and completion of fire log book.
- Maintaining the general external appearance of the building, car park and surrounding area e.g. litter picking.
- Proper use and storage of all cleaning equipment and chemicals.
- Reporting of any cleaning equipment defect.
- Reporting of any required building maintenance, defect or damage.
- Ensuring all duties are carried out in accordance with Divisional guidelines, systems, instructions, policies and standards regarding health and safety, customer care and practices, C.O.S.H.H. regulations etc.
- Identifying and ordering cleaning equipment and other related supplies.
- Checking and recording stock levels and usage of cleaning equipment and other related supplies.
- Completion of any required paperwork including personal timesheet.
- Participating in any training or supervision deemed necessary or relevant
- Communicating with day centre users and relaying any of their concerns.
- Setting out tables and chairs as instructed and required.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Reasonable level of education, including the ability to communicate appropriately both verbally and in a written format.</p> <p>A willingness to participate in ongoing personal development and attend appropriate training.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>An awareness of the role supported by appropriate experience.</p> <p>Welsh Language Level 2-level 5. For detail on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>A genuine interest of all aspects of the post including empathy to the needs of the older or disabled person.</p> <p>Evidence of working with or spending time with older and/or disabled people.</p>	<p>Previous experience of working with older or disabled people.</p>
COMPETENCIES		

Working with Others	Is a team player.
Communicating Effectively	Listens well to others; understands what they mean, not just what they say.
Demonstrating Technical Ability	Keeps their equipment in good working order ensuring that equipment is well maintained.
Being Committed and Reliable	Has a positive attitude completing any necessary tasks.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to work flexible hours.</p> <p>Able to relate, with empathy to people of all ages and disabilities.</p>