

JOB DESCRIPTION

Job Title: Cleansing Operative
Employer: Hafod Housing Association
Location: Various
Responsible to: Neighbourhood Services Manager

Main objectives of the Post:

To be responsible to the Neighbourhood Services Manager for providing general and specific cleaning services, individually or as part of a team, to all communal areas and empty properties in the South Wales area.

Principle Duties:

1. To undertake all aspects of communal and void cleaning duties as required in accordance with the communal cleaning schedules and service standards.
2. To operate and use mechanical and electrical cleaning and polishing equipment, where necessary.
3. To handle and store cleaning materials and equipment in a responsible manner as required under COSHH regulations, and to report any equipment faults to the Neighbourhood Services Manager.
4. To ensure that all cleaning duties are carried out in a safe and proper manner and to ensure that health and safety guidelines are followed at all times whilst on the premises.
5. To keep appropriate records as directed by the Neighbourhood Services Manager.
6. To carry out risk assessments on site or in empty properties, ensuring that any risk avoidance requirements are adhered to and risks or hazards are promptly reported to the Area Office.
7. To wear protective clothing as supplied by the Association.
8. To drive and keep a company vehicle in a safe and clean condition ensuring that the vehicle maintenance requirements are adhered to.
9. To keep all tools/equipment in good/safe order, reporting any damaged/defective equipment immediately.

10. To maintain an adequate stock of cleaning supplies and liaise with the Neighbourhood Services Manager for ordering of supplies.
11. To bag rubbish and dispose of appropriately.
12. To participate in training as provided by the Association.
13. To attend all staff meetings as required.
14. To carry out other duties as deemed necessary by the Neighbourhood Services Manager that fall within the remit of the post.
15. The duties in the job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association.

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PERSON SPECIFICATION: CLEANSING OPERATIVE

	ESSENTIAL	DESIRABLE
Qualification	*****	*****
Work Experience	*****	To have cleaned in a customer based environment
Skills & Knowledge	Good verbal and literacy skills. Good organizational skills.	Demonstrate knowledge of cleaning procedures. Knowledge of COSHH.
Special Aptitudes	Ability to work well without supervision. Ability to communicate with people at all levels. Can relate to customers (tenants). Record keeping. Time management. Willingness to undertake relevant training	
Personal Qualities	Self motivated. Mature and Professional approach. Team Worker	Tolerance. Understanding.
Other Requirements	Full and valid driver's license, and use of own vehicle	Good health record

TERMS AND CONDITIONS – CLEANSING OPERATIVE

1. The salary for this position will be **£10,531. per annum**
2. A cost of living rise is awarded on 1 January each year which is based on the average index of earnings percentage for the preceding August.
3. The hours of work will be **30** per week [plus mandatory overtime to cover annual leave and sickness absence].
4. Your basic holiday entitlement will be the equivalent of **5.6** weeks.
5. In addition to the basic entitlement, staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each following complete year of service up to a maximum of three working days.
6. Staff members will be invited to join a Stakeholder Pension Scheme after three months' employment, with the Association contributing 5% to the scheme.
7. Payments for periods of absence due to authorised sickness will be made in accordance with the current Statutory Sick Pay Scheme where applicable.
8. You will be required to be in possession of a current driving license and have access to your own vehicle.
9. Please note that the Association operates a "No Smoking" policy in all of its offices.

CLOSING DATE FOR ALL APPLICATIONS IS:

FRIDAY 24th December 2009