

**ROLE PROFILE
RIGHT JOB RIGHT PERSON**



Job Details

Job Title: Cleaner

Company: Solas

Department: Clifton Place

Location: Newport

Reports To: Manager

Job Family: Staff

Hours: Various – according to the scheme

Job Purpose

To keep all areas of the building clean and tidy.

What this Job does

To clean all areas of the project, including communal areas, corridors, stairs, showers, bathrooms, meeting rooms, office etc, unless otherwise directed by the Scheme Manager.

If applicable, to clean client's rooms when vacated.

To clean accessible parts of the front of the building outside, e.g. doors, windows, sills, etc.

To carry out stocktaking and re-ordering of cleaning materials on a regular basis.

To empty all rubbish bins throughout the communal/office areas and take rubbish away to bin store.

To cover the cleaning when other staff are sick or on holiday.

To attend any meetings or training courses as required.

To keep information about the projects, the staff and the clients confidential.

To keep up-to-date with Solas policies and procedures.

To ensure that Solas' Equal Opportunity policy and Health and Safety policy are adhered to.

To carry out other reasonable duties as required by the Manager.

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How this Job is done

Our Values

Everyone employed by the Seren Group share the following values:

- Fairness We treat everyone equally whilst respecting uniqueness
- Openness We are honest and approachable
- Ambition We aim to be the best we can and deliver the results our customers want
- Responsibility We take ownership of our actions and are aware of the impact on others
- Integrity We believe in what we do and are true to ourselves and our customers
- Respect We treat people in a way which makes them feel valued

Who does this Job

Person Specification	Essential or Desirable	Evidence
Experience		
Experience of relevant cleaning work.	E	Application
To have experience of working with people with special needs	D	Application
Skills & Abilities		
To have the ability to prioritise workload.	E	Interview
To use common-sense and initiative when working throughout the buildings.	E	Interview
To have a high standard of cleaning skills.	E	Interview
Ability to work as part of a team.	E	Application
To be able and willing to use stepladders where necessary.	E	Application, Interview
To be flexible and reliable.	E	Application, Interview
To be committed to working weekends as necessary.		Application, Interview
Knowledge and Understanding		
To be flexible and have understanding about clients' behaviour.	E	Interview
Education and Training		
A good standard of education	E	Application

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Person Specification	Essential or Desirable	Evidence
A non-discriminatory attitude to clients and staff on the grounds of race, sex, religion, colour, sexual orientation or disability.	E	Interview

Our Core Skills and Competencies

Everyone employed by the Seren Group have the following core skills and competencies:

Core Skills & Behaviours	Be Customer Focused Be Results Focused Be a Team Player Be a Communicator Be Safety Conscious Be a Solution Finder Be Efficient Be a Role Model
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