

Job Title: Cleaner

Location: Ormiston, Ipswich

Job Purpose: To ensure that the premises are clean and that high standards of hygiene are maintained.

Main Tasks:

1. To clean all areas of the premises, including bathrooms, kitchens, activity/group rooms, and offices, at intervals agreed by the line manager.
2. To keep the cupboard that contains cleaning materials tidy and hazardous materials labelled and put away safely.
3. To inform the line manager of the need for replenishment of cleaning materials, repairs to equipment and health and safety issues.
4. When the first or last employee on the premises, to follow the unlocking/locking up procedure and ensure that the premises are secure. Be a key holder.
5. To adhere to local recycling procedures and inform the line manager of non-compliance by other users of the premises.