

HEALTH FOR ALL (LEEDS) LTD

JOB DESCRIPTION

JOB TITLE	Sessional Cleaner with Caretaking duties
SALARY	Meets national minimum wage
HOURS	Sessional/Casual hours, ad hoc as and when required
CONTRACT TYPE	Sessional
OFFICE BASE	Tenants Hall Enterprise Centre
RESPONSIBLE TO	Board of Trustees, Health for All (Leeds)
REPORTS TO	Centre Coordinator

MAIN PURPOSE OF POST

- To provide sessional cleaning cover as and when required at Health for All centres based in LS10 or LS11.
- To undertake all cleaning duties in all communal areas such as kitchens and toilets plus cleaning of halls and offices as required.
- To provide caretaking duties such as open/close, lock and secure the building.
- To set up and clear away for events, including set up of chairs and tables in the centres.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

DUTIES

1. To securely open/close the centre and if required be available as a presence on site in the event of the centre being used on weekends or an evening.
2. To ensure all public areas including toilets and kitchens are always cleaned to a high standard.
3. To ensure all offices are cleaned including hoovering and dusting and any other tasks to ensure offices are cleaned to a high standard.
4. To undertake cleaning, portering, waste disposal, maintenance, repairs of the premises (or reporting of issues) and surrounding areas with awareness of COSHH regulations and to co-ordinate with other personnel to ensure all relevant duties are completed.

5. To set up halls, and meeting rooms as required by clients using the centre, including set up of tables, chairs and equipment.
6. To maintain security and safety of the building, car park and surrounding area, including the operation of the fire and intruder alarms.
7. To demonstrate good customer care practices and being helpful towards staff, clients, visitors, tenants and members of the public.
8. To report any faults, problems or emergencies, for example, floods, intruders, accidents and building maintenance matters immediately to the centre coordinator of the centre you are working at.
9. To work in a flexible and non-discriminatory way.
10. To liaise with co-ordinator and other caretakers to ensure all cleaning and caretaking tasks are completed in a mutually satisfactory manner and to Health for All's satisfaction.
11. To carry out the duties of the post with due regard to Health for All (Leeds) policies.
12. To complete all mandatory training courses, as appropriate for the role.
13. To take responsibility for the health and safety of yourself and others by adhering to agreed working practices at all times.
14. To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Health & Safety, Equal Opportunities, Data Protection Policy and other policies as appropriate.