

Role	Cleaner
Team	Housing (various locations)
Reports to	Estates Officer

What you'll do...

- ⇒ This position has responsibility for ensuring a high standard of cleanliness throughout our properties.

What we expect from you...

It is essential that people who work for us can demonstrate our Values in all that they do:

- ⇒ **Kindness** - We recognise that relationships are at the heart of everything we do, at the heart of good relationships is kindness
- ⇒ **Trust** - We trust people to do the right thing, because good relationships are built on mutual trust and respect
- ⇒ **Innovation** - We continuously strive to be the best we can whilst seeking creative ideas to improve and grow
- ⇒ **Fairness** - We endeavour to remove barriers and to treat people fairly and impartially
- ⇒ **Accountability** - We accept the responsibility of our role and hold ourselves accountable for our actions and for doing what is right
- ⇒ **Respect** - We treat people as individuals and value diversity

We request all employees to...

- ⇒ Keep up to date with changes in systems, policies, procedures and working practices.
- ⇒ Take ownership for your own personal safety and of those around you.
- ⇒ Take the opportunity to develop your skills and knowledge.
- ⇒ Take responsibility for the integrity of the data you use
- ⇒ Contribute to a happy and positive workplace.
- ⇒ Treat everyone with respect and adopt a positive approach to diversity and inclusion.

What you'll be responsible for...

- ⇒ To carry out cleaning duties as per agreed schedules.
- ⇒ To advise senior staff of materials and equipment required.
- ⇒ To ensure equipment and materials stored appropriately.
- ⇒ To ensure equipment is of sound working order, and report any faults or necessary repairs immediately.
- ⇒ To guide and assist tenants / licensees, if required, in carrying out cleaning duties.
- ⇒ To report any maintenance requirements to senior staff.
- ⇒ To keep abreast of health and safety policies implemented by the Association.
- ⇒ To develop good relationships with tenants / licensees.
- ⇒ If required, to participate in team meetings.

Who you'll be working with...

- ⇒ You will work collaboratively with other cleaners
- ⇒ You will work closely Estates Officer, Estates staff

Other...

- ⇒ To be aware of Caredig's Single Equality Scheme regarding both employees and tenants and to assist in eliminating all areas of inequality and discrimination.
- ⇒ To be prepared to undertake any training required to improve one's skills and enable the post holder to carry their job out more effectively.
- ⇒ Be aware of his/her responsibilities under the Health and Safety at work Act and ensure safe working systems and procedures are adopted at all times.
- ⇒ Any other duties deemed reasonable by management within the remit of the role.

About you

What's needed for the role and whether it is essential or desirable.

Skills, Knowledge, Experience	Essential	Desirable
Reasonable level of fitness. This is a physical role requiring cleaning equipment to be carried up and down stairs.	✓	
Be able to demonstrate an understanding of basic Health & Safety precautions required when carrying out cleaning duties.	✓	
Be able to demonstrate an understanding of how to manage confidential information.	✓	
Good verbal communication skills	✓	
The ability to identify issues that require reporting to other staff members.	✓	
Be able to work alone using own initiative.	✓	
Be able to work as a team member.	✓	
To undergo a Disclosure & Barring Service check.	✓	
Flexible approach to working hours as shifts will include evenings, weekends and bank holidays.	✓	
Be prepared to participate in on-going training and development.	✓	
Previous experience of providing services within individuals' own homes.		✓
Welsh speaker		✓

