

JOB DESCRIPTION

CLEANER

Job Title: Cleaner

Salary: The postholder will be paid £.....

Managed by: Care Manager

Hours of Work 10 hours per week, to be worked as follows:

Tuesday	3.00pm – 5.30pm
Wednesday	3.00pm – 5.30pm
Thursday	3.00pm – 5.30pm
Friday	3.00pm – 5.30pm

Duration of appointment:

The post will be offered on a months trial, during which the period of notice will be one month either side. A good trial period will lead to confirmation of appointment from which time notice of termination will remain one month on either side. The contract duration will be in line with guaranteeable continuing funding.

Job Summary:

To provide a cleaning service for Herefordshire Headway.

Job detail:

Areas for cleaning:

Kitchen	- daily
Toilets	- daily
Porch	- weekly
Reception	- weekly (or as required)
Offices	- weekly (or as required)
Smoke shelter	- weekly (or as required)
Group room/dining room	- daily
Conservatory	- weekly (or as required)
Therapy area	- daily
Therapy rooms	- weekly (or as required)
Workshop & corridors	- weekly (or as required)

Cleaning as laid out in the cleaning schedule

To have a willingness to discuss and take direction and to assist in such other duties as shall be agreed with the Care Manager