



Job Title:	Cleaner
Salary:	£8.00 per hour
Responsible to:	Service Manager (East Lancs)
Location:	Accrington/Burnley
Hours:	8 hours per week
Term:	12 months FTC

This is an opportunity to join Lancashire Women's Centres where you will be responsible for housekeeping duties at our Accrington and Burnley Centres. Working in a trusted position as a key holder you will ensure the cleaning of both centres is completed to a high standard whilst maintaining confidentiality.

General Responsibilities

- Adhering and following a cleaning checklist
- Cleaning of all Public Areas including hallways, stairs, landing areas, counselling rooms and reception area.
- Cleaning of all back office areas upstairs and downstairs
- Removal and disposal of waste throughout centre.
- Maintain a hygienic environment within allocated areas, correctly using cleaning agents and equipment to ensure the safety of others as well as respecting the value of fixtures, fittings and property
- Responsible for the cleaning of kitchens and bathroom areas and associated equipment.
- Reporting any incidents to the Service Manager
- Monitor stock control for cleaning materials reporting when needed.
- Working to meet deadlines, prioritising work to ensure all weekly and monthly tasks are completed.
- To work within the policies and procedures of Lancashire Women's Centres and uphold this ethos at all times
- To maintain confidentiality at all times
- Expected to relate positively to other team members and volunteers
- To carry out any other duties as maybe required in line with the nature of this post

Person Specification

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Previous work experience in an Cleaning/Housekeeping role	√		A
	An understanding of the work of Lancashire Women's Centres	√		A/I
	Ability to demonstrate good standard of literacy and numeracy	√		A
	Able to demonstrate good time management/Prioritisation skills	√		A/I
	Excellent timekeeping record	√		A/I
	Organised, and able to work to a routine to meet deadlines	√		
	Friendly and professional	√		A/I
Communication Skills	Able to communicate effectively with others.	√		I
Equality and Diversity	The promotion of equality of opportunity and good working relations	√		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate