**BEACON**

Wolverhampton Road East, Sedgley, WV4 6AZ

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| **Job Title:** | Cleaner (Casual) |
| **Salary:** | £9.50 per hour |
| **Responsible to:** | Facilities Manager |
| **Location:** | Beacon Centre / Bromford Court |
| **Hours of Work:** | Bank staff |

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| **Overview**  Beacon Vision is committed to making a visible difference for people with sight loss. This is an ever-greater challenge, with the predicted increase in those impacted by sight loss in the West Midlands set to rise to 350,000 by 2050. The needs and interests of those individuals are as diverse as any other group of people and Beacon Vision aim to enable them to explore, engage and enjoy as many opportunities as they wish to.    Building Connections, Beacon’s strategy, developed by the Executive Leadership Team in collaboration with our trustees, staff, volunteers, beneficiaries and stakeholders, has four strategic aims you as part of the Beacon family will contribute to:     * Building Independence for those impacted by sight loss * Building Awareness of the impact of sight loss on individuals, families and communities * Building resilience to ensure the sustainability of the charity for future generations * Building partnerships creating integrated networks that together deliver more for our communities.   As part of the Facilities team you will maintain high standards of cleanliness in line with Beacon policies and procedures. |
| **Main responsibilities of the role**   1. To undertake a full range of cleaning duties as allocated by your manager in line with the cleaning roster. 2. To follow appropriate health and safety procedures to ensure the safety of yourself, residents, staff members, visitors and members. 3. To ensure that details contained in the COSHH documentation are followed. 4. To clean sanitary and other equipment following guidelines for the control of germs and infestations. 5. To report any malfunction of equipment or fittings to your line manager as soon as possible. 6. To deal with waste by following the prescribed disposal methods. 7. Inform your line manager of any necessary replenishment of cleaning materials and equipment. 8. Wear correct personal protective equipment as stipulated for each task. 9. Ensure that correct lifting and handling procedures are undertaken. 10. Undergo training as required for the position. 11. To have a flexible approach to work to cover holidays and absences of the cleaning team. 12. To be willing to assist with the cleaning duties of the other members of the cleaning team as and when required. 13. Understand and comply with the equal opportunities and health and safety policies of Beacon. 14. To undertake any other work that may be reasonably requested for the benefit of the organisation whilst not changing the grade or purpose of the post. |

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| **Experience and Knowledge**  **Essential**   1. Some relevant experience 2. A friendly and approachable outlook 3. Ability to work on own initiative 4. Able to meet an enhanced DBS check   **Desirable**   1. Previous commercial cleaning experience 2. Experience of working with people with Sight Loss and how this could impact on cleaning programmes |

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| **Performance Management**  In line with the current staff appraisal process, you will agree in consultation with your line manager, a set of business objectives and a Personal Development Plan. |