

Role Profile

- JOB TITLE:** Cleaner
- LOCATION:** Plymouth – across multiple sites
- HOURS:** 20 hours per week (to be worked flexibly including evening & weekends to suit the needs of the business/team)
- SALARY:** £17,290 per annum, pro rata (Real Living Wage)

About Real Ideas

At Real Ideas we believe in a better and fairer world; where society values more than just money, where learning is exciting, relevant and opens a lifetime of opportunities, and where people can connect and be part of something meaningful that helps them move forward in life. In short, we exist to make positive social change.

The impact of our work is varied and wide reaching. We create social impact through delivering high quality, customer-focused experiences; from learning and professional support and development through to arts and entertainment, engaging with thousands of people every year. We make a positive difference in key places and communities through the buildings we develop and the regeneration we create around them.

Creating a welcoming environment with excellent food, great spaces and a stimulating programme is vital to our success.

We have a vision for what a better future could look like, but there's no point us going alone; the only way forward is together. That's where you come in.

Job Purpose

To undertake, as part of a team, the cleaning of Real Ideas' premises ensuring that they are in a clean and hygienic condition. Responsible in the first instance to the Cleaning Supervisor and then the Spaces team.

Main duties and responsibilities:

- Carry out cleaning duties to an agreed standard to include but not restricted to:
 - Cleaning surfaces
 - Sweeping and mopping floors
 - Vacuum cleaning carpets
 - Cleaning of toilets
 - Cleaning of kitchen areas
 - Glass cleaning
 - Cleaning of outside areas
 - Stocking and replenishing designated facility areas
 - Emptying bins and recycling
- Notify the Cleaning Supervisor of any cleaning materials and other stock in need of replacement
- Carry out heavy cleansing tasks and special projects
- Notify Cleaning Supervisor of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- To be responsible for a set of keys and for ensuring the security and integrity of areas of cleaning
- Follow all building health and safety regulations
- Hand into supervisor any lost property found
- Report any accidents to Cleaning Supervisor
- Responsibility for ensuring safety in the workplace and in this respect ensuring compliance to all instructions relating to the use and storage of materials and equipment

Real Ideas wide responsibilities

- To adhere to and uphold Real Ideas' social purpose, strategic aims and policies.
- To contribute to a culture of inclusion and equality and demonstrate a commitment to removing all forms of discrimination.
- To act with integrity and always maintain the highest professional standards.
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- To proactively and effectively use all Real Ideas reporting and other systems.
- A flexible approach is required for the role. Additional, reasonable duties commensurate with the role and as agreed in advance from time to time.

This job description is not necessarily an exhaustive list of duties and is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Emergency First Aid at Work and/or health & safety qualifications (preferred, not essential) 	CV
Personal Attributes	<ul style="list-style-type: none"> • Dedication, passion and tenacity • Commitment to anti discriminatory practice • Entrepreneurial spirit • Visionary • Ability to manage change and uncertainty • Commitment to working in a diverse team, across cultural and language differences • Flexibility on work hours and days • Keen to learn and develop • Friendly, warm and open approach to work and people • Time management & multitasking 	Interview
Experience	<ul style="list-style-type: none"> • Proven working experience as a cleaner, either commercial or domestic. • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc) • Performing and documenting routine inspection and maintenance activities • Carry out heavy cleaning tasks and special projects using equipment provided 	Application/CV
Knowledge	<ul style="list-style-type: none"> • Knowledge of cleaning chemicals and supplies and be able to comply with COSHH regulations 	Application/CV
Skills	<ul style="list-style-type: none"> • Ability to follow job and safety instructions • Commitment to excellent customer care and maintaining a positive external image of Real Ideas • Maths skills (for measuring out cleaning fluids) • Ability to work alone without supervision • Ability to manage own workload 	Application/CV
Other	<ul style="list-style-type: none"> • Willingness to travel • Able to meet the physical requirements of the role 	Application/CV