



Cleaner

Location:	Share HQ, Clapham Junction, SW11 1JL – potential to work at other sites operated by Share
Hours:	25 hours per week; 5 hours per day, Monday – Friday between 8-9am and 2-3pm.
Contract:	Permanent
Salary:	£20,537 pro-rata + 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Line Manager:	HR and Office Manager

The role

You will be responsible for providing a high standard of hygiene and cleanliness throughout our headquarters in Clapham Junction, with occasional visits to the other site we operate (located in Tooting). This includes the office, classrooms, corridors, kitchen, communal areas and toilets. You will be required to maintain very high standards in line with our updated coronavirus cleaning procedures.

Who we are looking for

Our ideal candidate will have experience of cleaning and excellent attention to detail. You'll understand infection control and the importance of planning your cleaning tasks to ensure all tasks are completed effectively to a high standard. You'll be physically fit and self motivated. It would be a bonus if you had basic building maintenance experience.

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our participants are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. We won employer of the year at the Wandsworth Business Awards in 2019, we hold gold Investors in People accreditation, and we are accredited by the National Autistic Society. We have three sites – our head quarters in Clapham Junction and our Share Garden in Tooting, (where this role is based), and a disability hub in Brixton.

Job description

- Disinfect and clean toilets and wash basins, replenish supplies including toilet paper and soaps
- Sweep, mop, and vacuum floors
- Dust, polish and wipe furniture, and remove marks from glass
- Empty waste bins and recycling, and take to designated areas
- Ensure shared kitchen is kept clean.
- Maintain cleaning supplies and inform manager when stock is low
- Pay close attention to keeping high touch areas clean, ensuring they are disinfected regularly throughout your shift
- Clean any spillages
- Help clear out clutter
- Handle chemicals and cleaning agents safely and keep them locked away
- Complete odd jobs such as furniture assembly or fixing broken items
- Complete a daily cleaning log
- Report any maintenance problems to management
- Help out in other ways that are reasonable

Person Specification:

- Experience of cleaning in a commercial, domestic, retail or office setting
- Excellent attention to detail and thorough in cleaning to a high standard
- Able to follow instructions and plan to effectively complete all tasks in the timeframe allocated
- Self-motivated and able to be flexible to changing needs
- Physically fit and capable of completing physically demanding work
- Honesty and integrity
- A solid understanding of infection control and deep cleaning
- Understand health and safety regulations
- It would be a bonus if you had basic building maintenance experience, but it's not essential

