



## **JOB DESCRIPTION**

### **PART-TIME CLEANER - THE ANCHORAGE**

<b>JOB TITLE:</b>	Cleaner
<b>RESPONSIBLE TO:</b>	Scheme Manager
<b>RESPONSIBLE FOR:</b>	n/a
<b>JOB PURPOSE:</b>	Cleaning duties within communal areas and facilities at a sheltered housing scheme.

#### **MAIN DUTIES AND RESPONSIBILITIES**

1. To clean all communal areas as directed by the Scheme Manager.
2. To clean all facilities such as the laundry, guestroom, communal cloakrooms and any other service areas as directed and ensure that they are tidy.
3. To carry out rubbish disposal as directed.
4. To use all cleaning materials and equipment in a safe and economic manner and ensure that they are stored securely when not in use.

#### **GENERAL**

1. To ensure confidentiality of information dealt with and operate in accordance with THA's Confidentiality Policy.
2. To uphold and promote all aspects of THA's Equality & Diversity Strategy.
3. To adhere to THA's Health and Safety Policy and procedures.
4. To adhere to the provisions of the Food Safety Act 1990.
5. To attend any training courses as required.
6. To carry out any duties consistent with the job purpose which may be required from time to time.