

# Volunteer Cleaner Job Description



<b>Job Title:</b>	<i>Volunteer Cleaner</i>
<b>Reports To:</b>	<i>Management Team/Project Leader</i>
<b>Location:</b>	<i>Based at ITMP Office in Wiveliscombe</i>
<b>Main Purpose of Post:</b>	
To work as part of the ITMP Team to ensure our venues are well kept and maintained, ensuring the meet safety standards and can continue to be operational and safe, in order to make them welcoming and secure.	
<b>MAIN RESPONSIBILITIES AND DUTIES WILL INCLUDE:</b>	
<ul style="list-style-type: none"> <li>• Undertake general cleaning of our facilities including kitchen and toilet areas and reporting issues to management and working within a cleaning schedule</li> <li>• Minimal maintenance of garden area and decking at community building</li> <li>• Changing lightbulbs and other perishable goods/services such as soaps and hand towels</li> <li>• Clean of internal windows</li> <li>• Support of COSHH system and storage where applicable</li> <li>• To ensure that in all respects of direct operations, relevant policies and good practice are adhered to. These include safeguarding, health and safety, equality and diversity, amongst others. For full information see employee handbook and policy framework.</li> <li>• The post holder may be required to attend, from time to time, training, or meetings as required by their own training needs and the needs of the charity.</li> <li>• To establish supportive and effective working relationships with other ITMP staff</li> <li>• The post holder may be required to undertake additional duties commensurate with the level of this post.</li> </ul>	
<b>Facts and Figures:</b>	
The post holder will be required to work as part of the wider team and at The Hub Centre, making use of resources available to undertake the post. Although varied, the role is mostly direct operations but may require some minimal planning / administration.	
<b>SUPPORTING PROCESSES</b>	
<b>Problem Solving and Creativity:</b>	
The post holder may be required to work to a schedule and effectively manage conflicting priorities and changing demands. The post holder will need to demonstrate an ability to respond appropriately, and in a solution-focussed way. Complex or significant matters are referred to a member of the management team for advice or decision.	
<b>Decision Making:</b>	
There is no responsibility for line management of staff or budget management within this position, although all staff have a duty of care in relation to equipment and resources used. Under the direction of line manager, the post holder may make day to day decisions regarding required workload or tasks at hand.	
<b>Physical Effort and Working Conditions:</b>	
The work requires moderate physical effort. The post holder will be required to pack, transport and use resources and equipment as part of duties, which may include some lifting, carrying, and working at height. The post holder will refer to our policy framework to ensure safe and appropriate working conditions. The post holder may be required to work evenings and some weekends.	

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## Contacts and Relationships:

Post holder may engage with suppliers or other volunteers/team members with regards to workload.

The post holder may work with:

- Young people aged 8-18yrs
- Staff and volunteers
- Professionals from other organisations
- Visitors/venue users

## Additional Information:

An DBS clearance is required as post holder may work alongside children and young people. This post is exempt from the Rehabilitation of Offenders Acts.

## PERSONAL SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE:

### Key Competencies:

- Ability to communicate.
- Patience, tolerance, and flexibility
- Practical cleaning skills.
- Ability to multi task and self-manage

### Desirable Competencies:

- Current driver license
- Experience of working with young people
- Experience of site management and caretaking
- Experience or understanding of community & youth sector

### Qualifications

#### Essential

#### Desirable

- Qualifications related to the work and role
- First Aid Training
- Fire warden Training
- Clean Driving licence

### Work Experience

#### Essential

#### Desirable

- Previous history of working in cleaning
- In the voluntary or statutory sector

### Personal Knowledge

#### Essential

#### Desirable

- Health and safety in respect of general cleaning and use of products/equipment
- Able to interpret and apply guidelines and documentation relevant to work
- Organisational skills
- Effective listening skills
- ICT competency

### Personal Qualities

#### Essential

#### Desirable

- Effective interpersonal skills
- Creative approach

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<ul style="list-style-type: none"> <li>• Positive attitude</li> <li>• Flexible – able to work evenings (and weekends on occasions)</li> <li>• Willing to develop skills and take advantage of training available</li> <li>• Integrity and honesty</li> <li>• Minimum age 18 years</li> <li>• Able to work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate in other work if required.</li> <li>• Sense of humour</li> </ul>	
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**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....