



2 Newbattle Terrace Edinburgh EH10 4RT

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Website: www.columcille.org.uk

JOB ADVERTISEMENT & JOB DESCRIPTION

Post:	Cleaner
Hours:	12.5 per week, Monday to Friday 4.00 – 6.30pm
	Open to Job Share to allow for holiday cover
Reporting to:	General Manager, who may delegate day to day supervision
Salary:	£13.45 per hour, rising on annual increments for 5 years.
Holidays:	7 weeks per year, some leave is fixed when the centre is closed
Pension:	The post holder will be invited to join the company pension scheme
Probation:	6 months during which the appointment may be terminated with one week's notice. Once probation completed 4 week's notice.
To apply:	Complete a Columcille application form available to download from https://columcille.org.uk/job-opportunities/ or from the office
Closing date:	Friday 29 th May, 9am.
Interviews:	Will be held at Columcille on either the 8 th or 9 th June

Job Purpose

Columcille is a day service in Morningside supporting adults with learning disabilities and mental health needs. We offer workshops, therapies and community-based support. Our hall is let out in evenings and weekends to local groups which is why cleaning can only be done between 4pm when the day centre closes and 6.30pm when evening groups arrive. Our ethos values a therapeutic environment and a key part of maintaining that is provided by the cleaner whose role is to maintain a high standard of daily cleaning.

Main Duties

- Follow all tasks to a high standard according to cleaning specification including:
 - Daily cleaning of hall, all corridors, toilets and grab rails, door handles etc.
 - Empty bins and disposal of waste into external waste.

- Refilling of paper towels, toilet paper, and hand soap.
- Weekly cleaning of offices and therapy room.
- Monthly cleaning of other areas; woodwork, skirtings, shower, etc.
- Liaise with the General Manager and Administrator/Assistant Manager on all aspects of the building cleaning to ensure that the service provided is appropriate.
- Submit weekly/monthly orders directly to the Administrator on materials required
- Ensure high standards of hygiene which comply with Health and Safety regulations using where appropriate the necessary powered equipment.
- To be responsible for operating the alarm system and ensuring all fire doors are closed, lights switched off and the premises are left safe and secure.

Person Specification

Qualifications

- No formal qualifications are required but must be willing to complete necessary training such as: The British Institute of Cleaning Services, Cleaning Operators Proficiency Certificate, Stage 1.
- Able to comply with safety policies such as when using cleaning chemicals
- Must have a good standard of English to be able to read instructions and communicate with staff.

Experience and Skills

- Previous work experience in this field would be an advantage but not essential.
- To be able to work independently and show initiative
- Good attention to detail, methodical and organised
- Knowledge and awareness of health and safety in hygiene standards
- Good level of physical fitness to mop floors, carry equipment etc.

Personal Attributes

- Able to follow instructions
- Committed to delivering high standards
- Supportive of the aims of Columcille

Two work references will be required and requested after a conditional offer of employment is made.

The post is subject to Enhanced Disclosure checks.