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## Job Description Cleaner

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Purpose of role: To provide a high standard of hygiene and cleanliness throughout the kindergarten.

Job holder Name	
Reports to	Cleaning Supervisor
Kindergarten	Longbush

The kindergarten cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Cleaning Supervisor.

### Tasks

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the schedule but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, and Kindergarten Property Manager and other members of staff as required to ensure the cleaning schedule operates smoothly.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance.
- Work as part of a team and support other members of the cleaning team to meet standards and Kindergarten objectives.
- Report and Health and Safety issues to the Cleaning Supervisor.

### Requirements

- Some knowledge of Health and Safety regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals
- Knowledge of cleaning best practices

### Experience

Experience required to undertake a range of cleaning duties:

- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Buffing
- Disposing of waste
- Replenishing consumables

### Personal Attributes

- Willingness to clean any area of the kindergarten, as required by the supervisor.
- Willingness to take personal responsibility for standard of work carried out.

- Willingness to participate in further training and development opportunities offered by the kindergarten.
- Willingness to maintain confidentiality on all Kindergarten matters.
- Will need to be able to manage some heavy lifting.
- Work as part of a team
- Ability to work effectively and supportively as a member of the kindergarten team.
- Ability to work in an organised and methodical manner.
- Ability to act on own initiative, dealing with any unexpected problems that arise.
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Good communication skills
- Sound judgement
- Efficiency and discretion
- Show honesty and integrity.
- Show motivation and flexibility.
- Show respect and professionalism.
- Have good time management and multitasking skills.
- Understanding to be able to carry out set tasks.
- Understanding of health and safety regulations.