

RICHMONDSHIRE DISTRICT COUNCIL

COMMUNITY SERVICES

JOB DESCRIPTION

JOB TITLE	CLEANER (SHELTERED HOUSING)	POST NUMBER	SUPP HOUS 23-30
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MAIN PURPOSE OF JOB:

To clean the communal areas of sheltered housing schemes.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Day to day issues the Resident Warden, all other matters Support & Improvement Team Leader.

RANGE OF DECISION MAKING:

Generally restricted to matters such as materials to be used and the sequence of cleaning.

In conjunction with the warden to order cleaning materials as required.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Responsible for cleaning materials and equipment.

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To clean the communal areas e.g. corridors, stairways, communal lounge and kitchen using appropriate equipment and materials.
2. Observe health and safety whilst cleaning, placing appropriate warning signs as necessary.
3. Report any defects to equipment or the building to the warden.
4. Carry out seasonal cleaning tasks e.g. spring cleaning etc.
5. Maintain confidentiality regarding any papers seen or discussions relating to residents.

6. Ensure no undue inconvenience is caused to residents or visitors whilst cleaning.
7. Assist the warden as required with tasks relating to residents, e.g. accompanying warden into properties in no contact situations.
8. To undertake duties of a comparable nature and level of responsibility as may be required from time to time by the Support & Improvement Team Leader.
9. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy.

CONTACTS:

Officers of the Council
Members of the Public

<p>SPECIAL CONDITIONS OF SERVICE:</p>
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<p>COMPILED BY: *GW/EMcM</p>	<p>ASSESSMENT DATE: *January 2009</p>
<p>COMPILED DATE: *</p>	<p>ASSESSED BY: *</p>
<p>POST GRADE: Grade 1</p>	

Job Description
agreed by postholder..... Date.....