



## Job Description

### Job Title: Cleaner

**Employer:** North Glasgow Community Food Initiative's Board of Directors

**Salary:** £8.75 per hour + 6% pension contribution

**Hours:** 10 hrs per week, initially funded until 31<sup>st</sup> March 2018.

**Leave:** 25 days Annual Leave pro rata and 12 Public Holidays Pro rata

**Responsible to:** Project Manager

**Primary contacts:** Project Manager, Food Hub Coordinators, Van Driver, Administrative Assistant and Admin Volunteers

### Job Purpose

The Cleaner is responsible for providing an effective cleaning service, ensuring cleaning is to the highest quality and also, able to deal with problems as they occur. You will undertake cleaning duties as allocated by the Project Manager which will be varied based on daily organisation needs. These cleaning duties will include cleaning of food / store areas and offices. It is essential the successful candidate will have some work experience as well as the ability to manage their own workload and have knowledge of cleaning methods, equipment and COSHH. We require someone to work 2 hours per day to be worked during our office hours.

### Main Duties

1. To maintain high standards of cleanliness and tidiness in the fruit/vegetable store areas, dry store areas and office.
2. Sweeping and mopping of floor surfaces.
3. Cleaning of refrigerators, work surfaces, sinks, shelves, windows and mirrors in accordance with cleaning schedule. Complete and sign daily cleaning schedule.
4. The vacuuming of office rooms, dusting, emptying of waste bins and taking rubbish to the skip.
5. Report any items in need of repair or replacement to the appropriate person (especially that relate to Fire Safety, Health and Safety or Security in the area of work).
6. Advise on cleaning material stock in good time.
7. Keep own cleaning area/store locked, clean and tidy at all times.

8. Be familiar with the required health and safety, food and hygiene regulations governing the job and adhere to same.
9. Ensure that the NGCFI's, Food / Unit Manual, health and safety, and other policies and procedures are followed through in practice. Inform manager of any sign of pest infestation immediately.
10. Maintain polite and good communication with colleagues and volunteers at all times.
11. Attend training as necessary in order to meet changing needs, new technology developments and service requirements.
12. To ensure confidentiality on all appropriate matters, and recognize that any breach of this confidentiality will be treated seriously.
13. To undertake other duties as required consistent with the post.

This Job Description is not contractual and will not form part of your Employment Contract. It is subject to review.

### PERSON SPECIFICATION

(Please say how you meet the following in our application form, you may cut and paste and use as a structure for your answer.)

#### Personal Attributes

Punctual, self motivated. Good at initiating, planning and being well organised.

A positive and co-operative attitude to work, polite.

Punctual, Honesty and reliability

Good interpersonal skills including, listening, communicating assertively, but sensitively with a range of people.

Maintain personal health and hygiene. No health issues which would comprise working with food utensils and equipment.

#### Work/life Experience, Skills and knowledge

Minimum of 1 years experience in cleaning including of food preparation areas.

Good knowledge of Health and safety, food safety, and hygiene regulations, fire safety, security.

Training in elementary food hygiene and health and safety

Experience of working in a team.

#### Other / Desirable

Commitment to the values and aims of NGCFI

Able to work flexible hours

Interested in and knowledge of issues relating to discrimination, equality and diversity

Ability to identify own training needs and ways of addressing them through supervision.

Essential	Desirable
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**How to apply:** Please send a CV or letter with your experience and two referees to [admin@ngcfi.org.uk](mailto:admin@ngcfi.org.uk) by 10am Monday 23rd August 2018 or post to our Springburn address marked - FAO Manager