



Job Description

Job Title: Cleaner

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

Location: Milton Food Hub, St Andrew's Church, Liddesdale Square. G22 7BT

Salary: £8.75 per hour + 6% pension contribution

Hours: 9.5 hrs per week, initially funded until 31st March 2020.

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

Responsible to: Milton Food Hub Coordinator

Job Purpose

The Cleaner is responsible for providing an effective cleaning service, ensuring cleaning is to the highest quality to meet with food and hygiene regulations. They will undertake cleaning duties as allocated by the Food Hub Coordinator which will be varied based on daily organisation needs. These duties will include cleaning of the entrance, main hall, office, toilets and other areas as necessary. 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 flexible hours over 3 or 4 days to meet both the needs of the service and the successful candidate.

Main Duties

1. To maintain high standards of cleanliness and tidiness throughout the building including:
 - Sweeping and mopping of floor surfaces
 - Cleaning of refrigerators, work surfaces, sinks, shelves, windows etc in accordance with cleaning schedule.
 - Vacuuming, dusting, and emptying of waste bins
2. 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).
3. Advise on cleaning material stock in good time.
4. Keep own cleaning area/store locked, clean and tidy at all times.

5. Be familiar with the required health and safety, food and hygiene regulations governing the job, ensuring policies and procedures are followed through in practice.
6. Maintain polite and good communication with colleagues and volunteers at all times.
7. Attend training as necessary in order to meet changing needs, new technology developments and service requirements.
8. To ensure confidentiality on all appropriate matters, recognising that any breach of this confidentiality will be treated seriously.
9. To undertake other duties as required consistent with the post.
10. Complete and sign daily cleaning schedule.

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.

Punctual, honest and reliable

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

Knowledge of Health and safety, hygiene regulations, fire safety and security.

Training in elementary food hygiene and health and safety (training will be provided)

Experience of working in a team.

Other

Commitment to the values and aims of NGCFI

Able to work flexible hours

Knowledge of issues relating to discrimination, equality and diversity

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

	Essential	Desirable
•		
•		
•		
•		
•		
•		
•		
•		
		•
•		
•		
		•
		•
		•