



**WINCANTON COMMUNITY VENTURE**

**JOB DESCRIPTION**

<b>Job Title</b>	Maternity Cover Conkers Nursery Cleaner
<b>Responsible to</b>	Centre Administrator
<b>Work Base</b>	The Balsam Centre
<b>Hours</b>	7.5 hrs per week on Mondays to Fridays flexible working evenings from 5.30pm-7.00pm preferred Flexibility to provide cover for holiday periods for other members of the team where possible
<b>Rate of Pay</b>	£10.50 per hour
<b>Main Purpose of Job:</b>	
<p>To ensure the cleanliness of Conkers Nursery</p> <p>Liaise with Nursery Centre and other cleaning staff to support the activities of the Balsam Centre and Conkers Nursery</p>	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>• Empty waste bins and dispose of refuse bags into bin for fortnightly collection</li> <li>• Damp mop and clean all hard floor surfaces using appropriate cleaning products.</li> <li>• Vacuum carpeted areas</li> <li>• Wipe down, sanitise &amp; dust surfaces and counters to kitchen area</li> <li>• Sanitise all touch points light switches, door handles and push plates</li> <li>• Clean &amp; sanitise toilet bowls, seats, brushes and surrounds to nursery area and staff toilet</li> <li>• Replenish toilet rolls and soap</li> <li>• Undertake a deep clean during holiday periods as required, including washing low level to walls, doors, furniture and fixtures</li> <li>• Communicate with Nursery, centre and other cleaning staff</li> <li>• Responsibility for locking up the nursery area of the building</li> <li>• Maintain the cleaning storeroom in a clean, tidy and safe condition</li> <li>• Occasional check of tables and chairs for any damage likely to cause injury</li> <li>• Report faults in equipment/breakages to the Centre Administrator as soon as possible</li> <li>• Provide cover for holiday/sick leave periods of the Centre's other cleaners/caretakers where possible</li> <li>• Give as much notice as possible to Centre Administrator/ Nursery Manager if unable to complete shift due to illness or unforeseen circumstances</li> <li>• Complete daily time sheets in reception book</li> <li>• Undertake any other duties that may be reasonably required by the Centre's Management Board.</li> <li>• Ensure that the values and policies of the Wincanton Community Venture are adhered to at all times</li> </ul>	
<b>Person Specification:</b>	
<ul style="list-style-type: none"> <li>• Previous experience of cleaning work in a similar situation</li> <li>• Ability to lone work</li> </ul>	

- Able to prioritise workload and work on own initiative
- An understanding of Health & Safety issues including an understanding of cleaning products data sheets and use of personal protective clothing
- Experience of manual handling an advantage but not essential as training can be given
- Pro-active approach
- Flexible and motivated
- Live within a 30 minute travel distance of the Centre
- An understanding of the aims of Wincanton Community Venture