

# The **HAVEN** - facing the future together

<b>Job Title:</b>	<b>Part Time Cleaner</b>
<b>Hours:</b>	A minimum of 4hrs per week
<b>Contract:</b>	1 year, fixed term
<b>Salary:</b>	£12.00 per hour
<b>Line Manager:</b>	Business Support Manager
<b>Location:</b>	The Haven Centre, 36 Manse Road, Forth, ML11 8AJ

## **The Haven**

The Haven is an award winning charity which aims to improve the quality of life of people living across Lanarkshire who are affected by a range of life limiting conditions including cancer, multiple sclerosis, Parkinson's disease and dementia. Information and emotional support is provided to clients and their families by The Haven multidisciplinary team, who work with individuals to create tailored programmes of one to one and small group sessions and activities for the whole family, at any stage of illness including pre and post bereavement. Our overall aim is to support our clients to understand all aspects of their illness, treatment and care, to improve their emotional wellbeing and ability to manage stress, and to sustain carers in their caring role. In addition we also aim to help the children and young people within families, feel resilient and strong, supporting them to understand and express the complex emotions they may feel when experiencing loss and grief, especially when someone they love is seriously ill or has died.

We are currently seeking an Experienced Cleaner with a minimum of 1 year proven working experience as a cleaner in a business setting to join our team in Forth. This position offers a minimum of 4 hours of work per week, with a schedule by agreement.

If you are an experienced cleaner with a strong work ethic we encourage you to apply. Join us in maintaining a clean and welcoming environment for our clients and staff in our centre in Forth.



[www.thehavencentre.com](http://www.thehavencentre.com)

01555 811846 | [info@thehavencentre.com](mailto:info@thehavencentre.com)

Correspondence Address: The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS

Registered in Scotland, Company Number: SC222783 Charity Number: SC032130



### **Key Responsibilities:**

- Perform cleaning duties in accordance with established protocols and schedules for both internal and external areas.
- Maintain impeccable cleanliness in all areas, including floors, surfaces, toilet areas, sink areas and common spaces.
- Tasks will include dusting, sweeping, mopping, vacuuming, and window and glass cleaning. Carpet spot cleaning and emptying hoover and trash bins and replacing liners.
- Clean toilets, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, sweeping and mopping floor and cleaning sinks, wcs and shower.
- Monitor sanitation equipment within assigned toilet areas.
- Ensure cleaning cupboards and any other cleaning storage areas are always left clean and tidy
- Ensure all cleaning equipment is hygienically cleaned and maintained after each use
- Monitor stock levels of all cleaning materials, equipment and supplies and submit order requests to the Business Support Manager
- Ensure that all assigned areas are cleaned to the highest standards.
- Adhere to health and safety guidelines and company policies.
- Immediately report any maintenance issues or cleaning equipment malfunctions to the Business support Manager.
- Work independently and efficiently to complete cleaning tasks.
- Perform additional duties as needed

This is not intended to be a complete and full list of responsibilities and other tasks may be required from time to time.

### **Experience/Skills/Personal Qualities:**

- Minimum of 1 years proven cleaning experience in a business setting.
- Strong work ethic and exceptional attention to detail.
- Proficiency in following cleaning protocols and working independently.
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Effective communication skills.
- Punctuality and reliability.
- Physical stamina to handle cleaning tasks.
- Knowledge and understanding with all COSHH regulations and Safety Data Sheets.
- Comply with the relevant Health & Safety legislation, policies and procedures.
- Ability to work cohesively as part of a team
- Ensure the appropriate recording and audits required are carried out.
- Attend training courses as identified for the role



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## Confidentiality

- In the course of seeking support, clients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to clients and their carers, Haven staff and other healthcare workers. They may also have access to information relating to The Haven as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to clients, carers, colleagues, other healthcare workers or the business of The Haven may only be divulged to authorised persons in accordance with The Haven's policies and procedures relating to confidentiality and the protection of personal and sensitive data
- Confidentiality is of the utmost importance, and any breach of confidentiality (there is no need for cleaners to read anything on office/ desks or computer screens) will lead to instant dismissal.

## Equality and Diversity

- The post-holder will support the equality, diversity and rights of clients and colleagues, to include:
- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Haven procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of clients and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Line Manager:** The post-holder will report directly to the Business Support Manager and will be expected to work collaboratively and effectively with all Haven personnel.

**General:** In the interests of both personal safety and that of others the post holder is expected to follow The Haven Health & Safety policy and procedures. The Haven operates a no smoking policy to which the post holder will be expected to adhere to when on The Haven business.

Prior to any unconditional offer of employment being made The Haven requires to have the following compliance satisfied:

- Two satisfactory references

This post has a 6 month probationary period.

The Haven adheres to the Fair Work First practices.



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