

## JOB DESCRIPTION

<b>POST:</b>	Cleaner
<b>LOCATION:</b>	Head Office, Dundee
<b>RESPONSIBLE TO:</b>	Health and Safety Officer
<b>SALARY:</b>	£meets national minimum wage

### Job Purpose

To provide a cleaning service in the Head Office

### Responsibilities:

1.	To clean areas of the establishment as directed by supervisor, including dusting, washing, vacuuming etc.
2.	To use cleaning materials and equipment as necessary.
3.	To collect or remove waste/rubbish from offices and workspaces and ensure it is taken to the collection point.
4.	To observe and comply with Health and Safety Policies and Procedures.
5.	To ensure the cleaning storage area is fully stocked with relevant materials and kept in an orderly fashion at all times.
6.	To comply with instructions relating to security and confidentiality.

### Other duties

It is also the nature of the work of Carolina House Trust that tasks and responsibilities are, in many circumstances, unpredictable and variable. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks not specifically covered by the Job Description have to be undertaken. These additional duties will normally be compatible with regular type of work. If the additional responsibility or task becomes regular or a frequent part of the staff member's job, it will be included on the Job Description in consultation with the member of staff.