

## Role Profile

- JOB TITLE:** Cleaning Assistant (Kickstart)
- LOCATION:** Working across Real Ideas buildings (mainly Plymouth)
- HOURS:** 25 hours per week to be worked flexibly including evenings & weekends to suit the needs of the business/team
- SALARY:** Real Living Wage

### About Real Ideas

At Real Ideas we believe in a better and fairer world; where society values more than just money, where learning is exciting, relevant and opens a lifetime of opportunities, and where people can connect and be part of something meaningful that helps them move forward in life. In short, we exist to make positive social change.

The impact of our work is varied and wide reaching. We create social impact through delivering high quality, customer-focussed experiences; from learning and professional support and development through to arts and entertainment, engaging with thousands of people every year. We make a positive difference in key places and communities through the buildings we develop and the regeneration we create around them.

Creating a welcoming environment with excellent food, great spaces and a stimulating programme is vital to our success.

We have a vision for what a better future could look like, but there's no point us going alone; the only way forward is together. That's where you come in...

### Job Purpose

To support the cleaning team in the daily cleaning of Real Ideas' premises ensuring that they are in a clean and hygienic condition. Responsible in the first instance to the Cleaning Coordinator and then the Spaces team.

### Main duties and responsibilities:

Carry out cleaning duties to an agreed standard to include but not restricted to:

- Cleaning surfaces
- Sweeping and mopping floors
- Vacuum cleaning carpets
- Cleaning of toilets
- Cleaning of kitchen areas
- Glass cleaning
- Cleaning of outside areas

- Stocking and replenishing designated facility areas
- Emptying bins and recycling
- Carry out heavy cleansing tasks and special projects
- Notify Cleaning Coordinator of occurring deficiencies or needs for repairs
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Follow all building health and safety regulations
- Hand into supervisor any lost property found
- Report any accidents to Cleaning Coordinator
- Responsibility for ensuring safety in the workplace and in this respect ensuring compliance to all instructions relating to the use and storage of materials and equipment

### **Real Ideas wide responsibilities**

- To represent Real Ideas well, understanding and talking coherently about Real Ideas products and programmes to provide more value for customers and members.
- To adhere to and uphold Real Ideas' social purpose, strategic aims and policies.
- To contribute to a culture of inclusion and equality and demonstrate a commitment to removing all forms of discrimination.
- To act with integrity and always maintain the highest professional standards.
- To strive to meet individual and collective targets.
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- To proactively and effectively use all Real Ideas reporting and other systems.
- A flexible approach is required for the role. Additional, reasonable duties commensurate with the role and as agreed in advance from time to time.

This job description is not necessarily an exhaustive list of duties and is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

**PERSON SPECIFICATION**

We use the following criteria to assess your suitability for the role. Please note that requirements at the application stage represent the minimum requirements for shortlisting purposes.

<b>Qualifications</b>	<p>Level 2 (or equivalent) Maths and English or able to demonstrate ability to follow instructions when measuring out cleaning fluids.</p> <p>Emergency First Aid at Work and/or health &amp; safety qualifications (preferred, not essential)</p>	<b>Application/ CV</b>
<b>Behaviours</b>	<p><b>Adaptability</b> Looking at your ability to adapt to change</p> <p><b>Culture Fit</b> Do you share our beliefs/values and bring about diversity within Real Ideas?</p> <p><b>Collaboration</b> Can you collaborate effectively and work well with others?</p> <p><b>Growth Potential</b> Do you have the potential to grow with Real Ideas and can evidence goal setting and motivation?</p> <p><b>Prioritisation</b> Are you able to decide which task needs to be tackled immediately and which ones can wait – someone who can manage their time and prioritise effectively.</p>	<p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p> <p><b>Interview</b></p>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, warm and open approach to work and people</li> <li>• Keen to learn and develop</li> <li>• Flexibility on work hours and days</li> <li>• Dedication, passion and tenacity</li> <li>• Time management &amp; multitasking</li> <li>• Commitment to anti discriminatory practice</li> <li>• Ability to cope with change and uncertainty</li> <li>• Commitment to working in a diverse team, across cultural and language differences</li> </ul>	<b>Interview</b>

<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven work experience as a cleaner, either commercial or domestic.</li><li>• Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)</li><li>• Carry out heavy cleaning tasks and special projects using equipment provided</li></ul>	<b>Application/ CV</b>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of cleaning chemicals and supplies and be able to comply with COSHH regulations</li></ul>	<b>Application/ CV</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to follow job and safety instructions</li><li>• Commitment to excellent customer care and maintaining a positive external image of Real Ideas)</li><li>• Ability to work with limited supervision</li><li>• Ability to manage own workload</li></ul>	<b>Application/ CV</b>
<b>Other</b>	<ul style="list-style-type: none"><li>• Willingness to travel</li><li>• Able to meet the physical requirements of the role</li></ul>	<b>Application/ CV</b>