

## Role Profile

<b>Job Title:</b>	Cleaner
<b>Location:</b>	Plymouth – across multiple sites
<b>Hours:</b>	20 hours per week (to be worked flexibly including evening & weekends to suit the needs of the business/team)
<b>Salary:</b>	£21,840 per annum, pro rata (Real Living Wage - equivalent to £12.00 per hr)

### About Real Ideas

Real Ideas Group works to solve problems and create opportunities that regenerate communities and support individuals to progress and flourish. The Group is made up of four business units, each leading and growing a specific area of practice – Real Immersive; Real Art, Make, Print; Nature & Neighbourhoods and Real Pathways. All are linked by our shared values and continuing commitment to social enterprise.

### Shared Infrastructure

The purpose of Shared Infrastructure for the Real Ideas Group is that it enables each business unit to operate efficiently within the values of the group, thrive, grow, deliver social impact and financial value.

### Key principles

- The set of systems, processes, expertise, and knowledge that sit in Shared Infrastructure provide secure foundations on which business units can build their delivery approaches.
- Provide oversight to Real Ideas group of compliance in relation to Health & Safety, Employment, and Data Protection.
- Each business unit will need to build an appropriate relationship with their customers, users, and audiences. Therefore, the look, feel and experience of users sits with business units.
- The business of each unit is different and therefore some aspects of Shared Infrastructure will need greater flexibility and management by the business unit.

### Job Purpose

To undertake, as part of a team, the cleaning of Real Ideas' premises ensuring that they are in a clean and hygienic condition. Responsible in the first instance to the Cleaning Coordinator.

## **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
- Notify the Cleaning Coordinator of any cleaning materials and other stock in need of replacement
- Carry out heavy cleansing tasks and special projects
- Notify Cleaning Coordinator of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- To be responsible for a set of keys and for ensuring the security and integrity of areas of cleaning
- 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 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 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

**Qualifications**      • Emergency First Aid at Work and/or health & safety qualifications (*preferred, not essential*)      **Application**

**Personal Attributes**      • Dedication, passion and tenacity      **Interview**  
 • Commitment to anti discriminatory practice  
 • Entrepreneurial spirit  
 • Visionary  
 • Ability to manage change and uncertainty  
 • Commitment to working in a diverse team, across cultural and language differences  
 • Flexibility on work hours and days  
 • Keen to learn and develop  
 • Friendly, warm and open approach to work and people  
 • Time management & multitasking

**Experience**      • Working in a physically demanding, fast-paced role      **Application**  
 • Being part of a team

The following are desirable but not essential as full training will be given:

- Proven working experience as a cleaner, either commercial or domestic
- Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Performing and documenting routine inspection and maintenance activities
- Carry out heavy cleaning tasks and special projects using equipment provided

**Knowledge**      • Knowledge of cleaning chemicals and supplies and be able to comply with COSHH regulations.      **Application**  
*(preferred but not essential as training provided)*

**Skills**      • Ability to follow job and safety instructions      **Application**  
 • Commitment to excellent customer care and maintaining a positive external image of Real Ideas  
 • Maths skills (for measuring out cleaning fluids)  
 • Ability to work alone without supervision  
 • Ability to manage own workload

**Other**

- Willingness to travel
- Able to meet the physical requirements of the role

**Application**

