

Cleaner - Job Profile

Organisation Purpose and Scope

Centre 81 members have been through a transition of change due to the impact of the Covid-19 pandemic. As widely recognized individuals from Black, Asian and Minority Ethnic (BAME) groups and those with underlying health conditions are particularly susceptible to coronavirus. These conditions include those with illnesses affecting their heart, lungs and immune systems as well as those with diabetes and/or obesity.

88% of our Skills & Activities members are perceived as being vulnerable. 62% are wheelchair dependent and 16% need one to one support for all meals, snacks and drinks. High numbers of our members have been diagnosed with diabetes and/or overweight with many having a BMI that is more than 30. Additionally, many of our members have complex social and/or medical conditions to manage.

Centre 81's role is to offer our members appropriate support, facilitate social interaction in a non-institutional way and assist our members to improve the quality of their life. It is important for the long-term sustainability of the organisation that we continue to provide cutting-edge, person-centered services to our members, which enhance their individual and collective resourcefulness and resilience.

Centre 81 has become a really important place supporting our members and providing training and volunteering opportunities for those who wish to work positively, developing their professional expertise within the care sector supporting adults with a range of disabilities, to develop critical skills and enjoy life. The overall aim is to safeguard Centre 81 so that it has the capacity to offer its services to our current and future generations.

Centre 81 is currently in the process of moving to bigger and more suitable premises, the move to Yare House will take place this summer (2022).

Core Values of Centre 81

Centre 81 ethos is to work with members from a person-centered approach that acknowledges each individual is the expert in their life, knows what matters to them and how they wish to live their life. By acknowledging each person's uniqueness and working with them with respect and dignity, Centre 81 aims to address all forms of discrimination, particularly on the grounds of disability and promotes the rights of its members. Centre 81 actively encourages social inclusion and through this access to greater independence and reduce social isolation.

Cleaner - Purpose and Scope

Centre 81 are seeking a cleaner to undertake a range of cleaning duties across our two sites;

- Yare House, Morton Peto Road, NR31 – Your main employment base.
- Tar Works Road, NR30 1QR – cleaning cover service required in the event of annual leave or sick leave.

You will be required:

- To ensure that the buildings are kept clean* and fit for use for our members, staff and volunteers.

- To ensure that our Tar Works Road site is ready each morning so that it is fully operational each day.
- To uphold Centre 81's person centered ethos

Organisational Relationships

- Line Manager – Julie Charles, Skills & Activities Manager, Tar Works Road.
- Main contact at Yare House – Diana Staines, Chief Executive

Key Information

- £8.91 per hour
- Annual Leave: 28 days per annum including bank and public holidays per rata
- Statutory sick pay (SSP) only.

Principle Duties and Responsibilities:

1. To provide a cleaning service at Yare House. This is in comparison a really large building comprising of both an office block and a large warehouse, workshop and ancillary rooms. In due course Yare House will be subject to conversion and therefore this work will dictate what areas and equipment are cleaned and in what order. The building requires significant cleaning throughout, however this will be undertaken on a very gradual basis.
2. To provide a **cleaning cover** service throughout the Skills and Activities Centre at Tar Works Road in line with current cleaning rotas including:
 - Dusting, sweeping & vacuuming floors, washing floors, cleaning toilets and bathrooms, emptying bins, cleaning windows and any other cleaning tasks that are required.
 - To ensure that all cleaning products are used in accordance with the manufacturer's instructions and the accompanying risk assessments.
 - To ensure that required cleaning products and equipment are kept in stock and to advise your line manager when stocked cleaning items need to be replenished.
 - To report any areas on concern regarding products, equipment, fixtures and fittings and the building fabric.

General Requirements

1. To follow all Centre 81's guidelines regarding Covid 19 .
2. To ensure, as far as is reasonably practicable, observance and adherence to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
3. To be fully involved in supervision discussions and follow through identified actions.
4. A commitment to anti-oppressive practice and equality of opportunity.
5. To undertake evening and weekend work as required.
6. To undertake any other duties required that are commensurate with position and salary.