

## JOB DESCRIPTION

<b>SECTION ONE</b>	
<b>Directorate:</b> <b>Service:</b> Housing Services	<b>Post Title:</b> Sheltered Scheme Cleaner  <b>Grade:</b> BAND01 <b>Post Number:</b>

<b>SECTION TWO</b>
<b>Responsible to:</b> Scheme Manager  <b>Responsible for:</b> -

<b>SECTION THREE – Overall purpose of job</b>
To carry out general cleaning duties as directed by the Scheme Manager.

<b>SECTION FOUR – Principal Responsibilities</b>
<ol style="list-style-type: none"><li>1. General cleaning of all communal areas of the Sheltered Scheme as directed by the Scheme Manager including sweeping, mopping, dusting, polishing and vacuuming where necessary.</li><li>2. Clean internal window panes in communal areas.</li><li>3. Sweeping external drying &amp; cleaning bin store areas.</li><li>4. The work areas identified above are not exhaustive and only represent current principal tasks. The Post Holder may therefore be required to carry out such other duties as the Scheme Manager may determine from time to time. However the level of responsibility of such duties will not exceed the responsibility level of the above duties.</li></ol>

<b>SECTION FIVE – Main levels of contact</b>
<b>External:</b> Supported Housing Manager  <b>Internal:</b> Scheme Manager

**SECTION SIX – Special features of the post**

- The Post Holder should be conversant with C.O.S.H.H. and other Health and Safety Regulations relevant to the job.

**SECTION SEVEN**

Job Description prepared by: (Manager) ...Leona Mantle ...

Date .....11/6/24.....

Approved by: (Personnel) .....

Date .....

Agreed by: (Post holder) .....

Date .....