

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Cleaner
JOB NUMBER	-	To be assigned
TEAM	-	Field Place
WORKING BASE	-	Field Place Manor House
RESPONSIBLE TO	-	Field Place Duty Officers and management team

OVERALL PURPOSE OF JOB

To undertake general cleaning tasks throughout Field Place and assist the Duty Supervisors to carry out necessary correction tasks as directed.

MAIN RESPONSIBILITIES

Cleaning

- To maintain all areas of the buildings in a clean and tidy condition undertaking major cleaning duties on a regular basis.
- To ensure regular checks are carried out and recorded appropriately
- To ensure cleaning suppliers are kept stocked by notifying managers of re-ordering is required.
- To ensure compliance with COSHH and wear PPE as required.
- To highlight any areas of maintenance that need addressing when seen to the Duty Officers

Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about South Downs Leisure services and building customer loyalty with regular visitors
- Work closely with the Management Team by communicating regularly and implementing systems as required.

General

- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- To undertake relevant training when required.
- Work will be on a rota basis which requires flexibility to help cover extra shifts as required during periods of leave and sickness.



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Leisure

www.southdownsleisure.co.uk