

JOB DESCRIPTION

TITLE: Cleaner

SALARY: £9.50 per hour

LOCATION: Cnoc Soilleir, Daliburgh, South Uist HS8 5SS

DATE: February 2022

REPORTING TO: Centre Manager

HOURS: 12 hours per week

INTRODUCTION:

Cnoc Soilleir is an exciting joint venture between Ceòlas Uibhist and Lews Castle College UHI (LCC/UHI). The working language of Cnoc Soilleir is Gaelic. The project will establish a new focal building at Cnoc Soilleir in Daliburgh, with facilities that have been designed to meet the needs of both LCC/UHI's educational programmes, and Ceòlas' community-led activities around Gaelic language learning, heritage, culture, music and dance.

JOB PURPOSE:

To provide an effective and efficient cleaning service ensuring high standards of hygiene

RESPONSIBILITIES:

- Undertake the cleaning of all areas within the centre;
- Ensure that all areas are kept in a clean and hygienic condition;
- Cleaning, washing, sweeping, vacuum cleaning, emptying bins, polishing and dusting of all areas;
- Cleaning and polishing of fixtures and fittings – this includes all facilities within the centre such as cabinets, internal curtains, blinds, telephones and IT equipment;
- Cleaning and disinfecting of toilets;
- To be responsible for carrying out all cleaning duties as detailed by the Centre Manager;
- To be responsible for assisting with the restocking of cleaners supplies;
- To be responsible for the safe storage of all allocated cleaning materials on a daily basis to ensure no health and safety risk to the users of the building;
- To report all faults, defects and breakage of equipment to the Centre Manager in a timely manner;
- Keys may be held by the cleaner, for the purpose of entering and leaving areas which require to be cleaned;
- Major cleans at specific times of the year may be required;

PERSONAL AND PROFESSIONAL DEVELOPMENT:

Create, maintain and enhance good working relationships with students and colleagues. Contribute to the identification of your own professional development requirements

MONITORING AND EVALUATION:

Agree annual targets for your own work and contribute fully to the monitoring and evaluation of those targets.

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HEALTH AND SAFETY:

The Cleaner shall comply with the individual responsibilities imposed by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others

KNOWLEDGE AND EXPERIENCE OF THE POST HOLDER:

The post holder must be a versatile, resourceful and enthusiastic individual with experience of undertaking cleaning duties; a co-operative and flexible approach to work; and experience of adhering to good health and safety practices. Any necessary training, as agreed with your line manager, will be provided.

Spoken Gaelic is desirable, or willingness to learn

ADDITIONAL INFORMATION:

This is a description of the job as it is at present constituted. It is the practice of Cnoc Soilleir periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is Cnoc Soilleir's aim to reach agreement to reasonable changes. As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in Cnoc Soilleir.

APPLICATION PROCESS

Please submit a CV and covering letter to catherine@cnocsoilleir.org.uk by **Thursday 10th March**