



Cleaner Edinburgh

Job Title	Cleaner (*Female)
Job Hours	12 hours per week, Monday –Friday, Hours could either be done before 10am or after 3pm (Sessional posts also available)
Accountability	Lead Administrator
Salary	£9 per hour
Location	125 McDonald Road, Edinburgh, EH7 4NW

Main purpose of the Job

As a Domestic Assistant you will play a vital role, ensuring that presentation and cleanliness standards are delivered to an exceptional standard within our offices and Learning Hub. We require a cleaner who is prepared to strive for consistently high standards with excellent attention to detail which is critical to supporting the delivery of our services.

Key duties and responsibilities include:

- To ensure all areas are cleaned and maintained in accordance with hygiene regulations and to an exceptional standard of cleanliness.
- To carrying out daily, weekly and monthly cleaning tasks to ensure this is achieved.
- To ensure all sanitary ware, fittings and wall tiles within the toilet, wash hand basins areas and hygienic facilities are clean.
- To ensure that all consumable items are restocked to ensure appropriate stock levels are maintained.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141 552 6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



- To maintain the kitchen in a tidy and orderly manner and ensure all dishes are appropriately loaded and unloaded in the dishwasher.
- To ensure there is adequate stock for hot beverages.
- To load and unload the washing machine when required.
- To regularly sweep, Hoover, wet mop, or power wash, as appropriate to the type of surface within the area to ensure a safe and healthy environment.
- To empty waste bins and waste paper into appropriate sacks and boxes for recycling and general waste. To ensure all bins are placed for collection on the appropriate days and collected after uplifts.
- To ensure all accessible surfaces including stairs, woodwork, facings, skirting and handles, etc. are dusted, wet-washed and are maintained in a clean and hygienic condition.
- To ensure all carpets are cleaned and maintained by using periodic spot stain removal and shampoo treatment.
- To report any faults or difficulties encountered with equipment or utensils provided, both prior to and after use in order to ensure maintenance in a clean and hygienic condition.
- To ensure individual personal safety and that of others by using hazard warning signs when operating equipment or whilst carrying out any other hazardous duties.
- If required prepare and set up rooms for meetings and classes.
- Ensure outside walkways remain clear and free of debris.
- To carry out deep cleaning routines as required maintaining exceptional levels of cleanliness.
- To inform the line-manager in advance when cleaning or other relevant stocks are low.
- To take responsibility for opening and locking up the premises when required for cleaning.
- To attend regular support and supervision to ensure the required standards are being met.
- To carry out any cleaning duties as required by the line-manager to ensure the offices are always presented to a high standard.

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Person Specification

Essential

- Must be female*
Ability to work on own initiative and as part of a team
- An understanding of confidentiality and the ability to observe confidentiality at all times
- Flexible approach
- Must be reliable
- Professional

Desirable

- A recognised cleaning qualification
- Minimum 3 years' experience of a similar role

Please email completed applications to: info@saheliya.co.uk
or post to

Recruitment, Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW.

Deadline for applications: Wednesday 11th September 2019

Interview Date: TBC

*** The Equality Act 2010 (part 1, Schedule 9) applies to the above post. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.**

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