Homeless Centre Cleaner
14,514 - £15,238
Working 36.50 hours per week
Bushmere House Homeless Centre

Based at one of the City Council Homeless centres, you will be responsible for the delivery of a high standard of cleaning across homeless centres(s). This will include the cleaning of units, stairways, communal area including kitchens and bathrooms at various locations. You will also ensure the security and health and safety of the building staff, residents and visitors.

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken.

If you would like an informal discussion regarding this opportunity, please contact Martin Donovan on 07885 236487.

Ref No: PL0702017

Closing date: 24th February 2017

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
People Directorate

Job Description

Post: Homeless Centre Cleaner

Salary/Grade: GR1

Division: Housing Options

Section: Temporary Accommodation

1. Job Purpose

Responsible for the delivery of a high standard of cleaning across homeless centres(s).

Ensure security and health and safety of the building staff, residents and visitors.

2. Duties and Responsibilities

Ensure standards of cleanliness in the centre are maintained to a high degree at all times. Cleaning of communal areas, bathrooms, kitchens and of the centre grounds to be carried out on a daily basis.

Ensure that void units are prepared, cleaned and restocked for use quickly and to the highest standards.

- Sweeping and mopping to communal floors, landings, entrance halls, lifts, bin rooms, staircases, chute rooms and chute room landing
- Cleaning and vacuuming all carpeted areas
- Cleaning/washing/polishing to lift car doors, lift door tracks, glass and metal fitments, walls (including chute room wall), doors and woodwork.
- Scraping and disinfecting of chute hoppers as often as necessary.

Identification and removal of graffiti within 24 hours in conjunction with or as directed by the Housing Needs Officer.

Identification and undertaking of emergency or ‘spot’ cleaning in conjunction with or as directed by the Housing Needs Officer.
Removal of litter and debris from drains and gullies and ensure they are free from all cleaning debris.

Removal of rubbish, litter and bulky waste items encountered during cleaning, to the communal bin area to the block.

Litter picking, sweeping and tidying of external areas within the neighbourhood to be undertaken as directed by the Housing Needs Officer.

Cleaning behind all furniture including cookers and fridges, litter removed, area vacuumed and mopped in-line with manual handling procedures.

In void units ensure that all bedding is removed, washed. All pots, pans, cutlery and plates are removed and washed. Ensure void units are to be restocked as directed by the Housing Needs Officer.

Removal of any offensive and dangerous material or obstacle found in or around the block in accordance with Health Safety Procedures.

Ensure access to bin room area can be gained by Environmental Services on collection days. This will include liaising with residents to remove any obstacles and blockages to the bin room area. Where necessary, removing the bin to an appropriate location for refuse collection and replacing bin after collection, may be required.

Whilst on duty, will wear the official uniform or work clothing provided by the Department. Appropriate safety clothing and equipment for carrying out specific tasks will also be issued and worn/used as appropriate.

3. **Supervision Received**

   3.1 **Supervising Officer Housing Needs Officer**

   3.2 **Level of Supervision**

   Regularly supervised with work checked by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).
<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the City Council’s Equal Opportunities Policy will be required.
**People Directorate**

**Person Specification**

**Post:** Homeless Centre Cleaner  
**Grade:** GR1  
**Division:** Housing Options  
**Section:** Temporary Accommodation

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.**

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Experience of health and safety practices.</td>
<td>AF/I</td>
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<td>(Relevant work and other experience)</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>1. Able to work on own initiative.</td>
<td>AF/I</td>
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<td>2. Ability to work to tight deadlines.</td>
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<td>3. Demonstrate an awareness of the importance of maintaining confidentiality with regard to conversation and documentation.</td>
<td>AF/I</td>
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<td>4. Able to understand basic written and verbal instructions and the correct use of cleaning chemicals.</td>
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<td>5. Demonstrate an understanding and commitment to equal opportunities and its relevance in the work place.</td>
<td>AF/I</td>
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<td>Training</td>
<td>1. Willingness to undertake on the job training and to attend training courses to improve job skills.</td>
<td>I.</td>
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| Other | 1. Enhanced disclosure and barring clearance must be received prior to appointment.  
2. Must have an entitlement to undertake paid employment in the UK for a minimum period of six months. | I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.