

<b>Job title</b>	Estate Cleaner
<b>Team</b>	Property
<b>Reports to</b>	Estate Team Manager
<b>Location</b>	Shoreham Port Estate
<b>Remote Working</b>	Category A

### Role Summary

Cleanliness of Port buildings

### Key tasks and responsibilities

- Cleaning duties as per the cleaning schedule below.
- Reporting of any health and safety observations.
- Reporting of any property maintenance observations.
- Informing Estate Team Manager of required cleaning supplies/sanitary products.
- Distribute and maintain supplies of products including toilet rolls, soap etc.
- Monitor the performance of Initial Washroom Solutions.
- Cleaning duties at Maritime House as required.
- Cleaning for change of tenancies as required.
- Other support to Property Department as required.

#### Cleaning schedule - toilets:

- Clean and descale sanitary ware (sinks, toilets and urinals).
- Wipe down doors, door frames, skirting boards, walls (tiling), mirrors, hand dryers and radiators.
- Refill/replace soap.
- Replenish toilet rolls.
- Refill hand towels where necessary.

#### Cleaning requirements in offices:

- Dust and wipe all desk and table tops.
- Dust all desk equipment including printers, monitors/PCs, phones.

#### Cleaning requirements in kitchens:

- Clean and descale sink.
- Clean work surfaces.
- Clean inside cupboards and cupboard fronts.
- Check and clean out fridges as necessary. Thorough clean monthly.
- Any kitchen appliances (clean and descale kettle, inside microwave etc).
- Empty dishwasher.
- Monitor and replace tea towels.
- Replenish items including hand wash, washing up liquid, dishwasher products, tea, coffee, sugar etc.

**Tasks for all areas:**

- Clean exposed pipework and boxed in areas.
- Dust all wall mounted trunking/sockets.
- Wipe down doors, door frames, skirting boards, walls and radiators.
- Clean inside face of windows.
- Dust and wipe down window sills.
- Dust blinds.
- Vacuum/wash floors.
- Empty bins and apply new bin bags. Wipe down bin.
- Dust picture frames.
- Refuse collected from buildings to be disposed of in correct external refuse area.
- Ensure all windows and doors are secured on departure (as appropriate).
- Turn out all lights (as appropriate).
- In smoking areas, empty cigarette receptacles and sweep surrounding area.
- Any other duties as directed.
- Adhere to company safety policies.


**Key skills/Person specification**

- Cleaning experience required.
- Driving licence.
- Awareness of COSHH (Control of Substances Hazardous to Health).
- To be adaptable to required tasks.
- Excellent communicator and team player.
- Positive attitude and friendly demeanour required for interaction with tenants and stakeholders.
- Strong work ethic.
- First aid trained or training provided.


**Health & Safety – all home safe and well daily**

- Highlight unsafe behaviours and conditions to ensure we all go home safe and well daily.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.


Our Values




good eggs




all in




fair




savvy




one team



own it



open doors



trusted custodian