###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Furniture Hub & Workshop Cleaner

**Responsible to:** Reuse Coordinator

Location: The Loop, Pembury Estate, Hackney

**Role Description:** Part time post. Fixed term - October 2019 to March 2020

**Hours:** 2 shifts per week, shift duration 2.75hrs

*Suggested shift times Tuesday Afternoon from 3.00pm & Thursday Morning shift 8.00am start*

**Hourly rate:**  £10.55

Job Background:

The Groundwork London Trust is an environmental charity that delivers programmes and projects for communities and groups across the capital. The Loop @ Pembury is Hackney’s own re-use hub and is supported by Hackney Borough Council, the Pembury Estate (Peabody) and managed by the Groundwork London Trust.

The Trust has established this re-use hub on the Pembury Estate in order to collect, store, repair, and sell pre-loved furniture, while also offering training, employment and volunteering opportunities for local residents. It also provides opportunities for residents to take part in programmes and sessions delivered from The Loop and it is essential that the premises are clean and fit to host members of the local communities.

Main Objectives:

The Loop cleaner undertakes the regular cleaning of the public and workshop areas of the facility, ensuing the rooms are kept in a clean and hygienic condition and provide an inviting and friendly environment for members of the public, staff, volunteers and members of scheduled programme sessions that take place.

The Furniture Shop & Workshop Cleaner maintains the cleanliness of The Loop including; the small kitchen, toilet, furniture display areas, windows, workshops, entrance area, fire exits and the store. They;

* undertake cleaning tasks including: dusting, sweeping, vacuuming, mopping, cleaning vents, and the toilet and kitchen cleaning; sinks, surfaces, microwave, fridge freezer and occasional descaling of the kettle etc.
* undertake the ordering and safe storage of cleaning supplies
* work within the Health and Safety at Work Act; the post holder has a legal duty to take reasonable care for Health and Safety for themselves and others who may be affected by their on site activities.

Key Tasks and Responsibilities:

* Undertake a set schedule of cleaning tasks whilst remaining flexible and adaptable in recognising and completing tasks that require immediate attention
* Carry out occasional heavy cleaning tasks and special projects when requested (e.g. pre and post events)
* Proactively manage personal and Loop security whilst acting as a key holder
* Ability to work alone and unsupervised as required, and follow the Groundwork London lone working procedures
* Document all cleaning and maintenance activities
* Carry out maintenance of the cleaning equipment and identify when replacement items are required
* Identify and notify management of deficiencies; e.g. the need for repair or purchase of new equipment
* Work effectively with The Loop team of staff, volunteers and interns and maintain a friendly and welcoming attitude and demeanour to all visitors to the facility.
* Dispose of waste in accordance with the GWL Environmental Policy, and utilise Pembury Estate Waste & Recycling facilities
* Procure and organise the stock of cleaning supplies and consumables as required in line with the GWL Environmental Policy
* Adhere to manual handling procedures as required, particularly in relation to the movement of furniture and Loop articles
* Have familiarity with COSHH regulations and Material Safety Data Sheets for cleaning chemicals and supplies
* Attend Health & Safety training courses as identified, including Groundwork London’s full day induction. (Hours paid in addition to cleaning shifts)
* Use Groundwork London’s Finance system (PIMS) and complete weekly timesheets

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures
* All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork London’s Environmental Management System.

Personal and Professional Development

* Participate in the 1:1 performance meetings with line manager and agree short, medium and long term goals.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

[July 2019]

**HR ID:**

**Person Specification**

**Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification Criteria for the post.**

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| **Position Name: Furniture Shop & Workshop Cleaner** |
| JobFactors | Criteria No | Person Specification Criteria | **Ranking** | **Criteria to be tested by the following documents and/or activities** |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Experience,**  | **1** | Proven previous working experience as a cleaner | E | **✓** | **✓** |  |  |  |  |
| Competencies | **3** | Ability to undertake a set schedule of cleaning task and able to adapt as required and be proactive in identifying issues and tasks | E | **✓** | **✓** |  |  |  |  |
| **4** | Ability to work alone as required and follow lone working procedures | E | **✓** | **✓** |  |  |  |  |
| **5** | Ability to document and record maintenance activities | E | **✓** |  |  | **✓** |  |  |
| **6** | Utilise Groundwork London’s Finance system and fill out weekly timesheets | D | **✓** | **✓** |  |  |  |  |
| **7** | Ability to identify and notify management of occurring deficiencies or the need for repairs | E | **✓** | **✓** |  |  |  |  |
| **8** | Cooperate with the rest of The Loop staff team, and volunteers and be respectful and friendly towards visitors to the facility | E | **✓** | **✓** |  |  |  |  |
| **9** | Understanding of manual handling procedures if and when required to handle heavy furniture or cleaning machinery. | E | **✓** | **✓** |  |  |  |  |
| **10** | Have familiarity with COSHH regulations and Material Safety Data Sheets for cleaning chemicals and supplies. | D | **✓** |  |  | **✓** |  |  |
| **11** | Attend Health & Safety training courses as identified, including Groundwork London’s full day induction. (Hours paid in addition to cleaning shifts) | E | **✓** | **✓** |  |  |  |  |
| **12** | Support The Loops’ aims and practices regarding the use of environmentally friendly and sustainability cleaning products | E | **✓** |  |  | **✓** |  |  |
| **13** | Commitment to Equality & Diversity and Equal Opportunity. | E | **✓** | **✓** |  |  |  |  |