

J o b D e s c r i p t i o n

Job title	Part-time Cleaner
Location	The Hospital of St Cross, Winchester
Reports to	Clerk to the Trustees

Job summary Responsible for cleaning areas used by visitors, residents and staff and to give assistance with cleaning Brothers' apartments as required.

Main Duties:

1. To clean areas of the Hospital according to an agreed cleaning rota, by most appropriate means, including sweeping, dusting, vacuuming, polishing, mopping and wiping as required.
2. To clean sweep and de-cobweb all passageways, including the Brothers' Dining Room and Laundry passage. To sweep and mop the Laundry (moving machines with assistance if necessary) and mopping behind from time to time. To clean washing machines every two months or when needed.
3. To sweep and mop public and staff toilets, including cleaning toilets and hand basins, and wiping down doors.
4. To sweep, dust, and vacuum the Brothers' Common Room and Brothers' Library, polishing furniture when necessary.
5. To empty all waste bins in staff areas on a regular basis.
6. To keep the Hundred Men's Hall, especially the servery area, vacuum clean and dusted, wiping the tables when necessary and washing the servery floor when needed. Clean glass doors and display cabinet as necessary.
7. To sweep the Ambulatory passageway and the church porch, and inside the Church to the right of the porch as required, shaking mats on a regular basis.
8. Sweep and dust the Brethren's Hall, Bread Room, Cellar and old Kitchen weekly - polishing tables and dusting as frequently as necessary during the summer months. Sweep out the Meat Room weekly and dust displays as needed and clean the room.
9. Sweep the Brothers' flats stairways twice weekly.
10. Liaise with the Brothers' Warden regarding assisting with cleaning in the Brothers' apartments. Any such cleaning to be done according to an agreed schedule.
11. On occasion, clean let properties as requested by the Clerk.
12. Vacuum and dust Tower Room once a month, or before meetings.
13. Clean Masters area & office every two weeks

HOSPITAL OF ST CROSS & ALMSHOUSE OF NOBLE POVERTY

14. Clean admin area & library weekly.
15. Order cleaning products & PPE.
16. Wash glass/mugs/jugs. After meetings.

Other duties

1. To carry out any other reasonable duties as requested
2. At all times to be aware of, and work within, Hospital policies and procedures; including Health & Safety policy and Fire Action plan
3. To attend staff meetings
4. To attend and participate actively in performance reviews
5. To attend any staff training; including Fire Safety, COSHH, PPE, First Aid & Safeguarding training.
6. To report any property defects or Health & Safety risks