

Job Title	Cleaning Operative		
Team	Property	Reports to	Property Manager
Department	Operations Central	Location	Across West Sussex
Flexibility for home working	N	Direct Reportees	N
Budget responsibilities	N		

Key Responsibilities

Cleaning

- Along with the cleaning operatives complete both cyclical and reactive cleaning across Turning Tides residential and Hub services. This includes within communal areas of the services, such as bathrooms, kitchens, hallways and landings.
- Complete VOID cleans to vacant rooms within residential services, to ensure that rooms are available to let as efficiently as possible.
- Complete touch point cleaning to high traffic areas (particularly linked to COVID)
- Complete deep cleans following significant maintenance tasks or when an incident has occurred within a service
- Be responsive to the different needs of each individual service. In many services clients are encouraged to complete the cleaning of communal areas, so tasks within these services will need to be led with discussion with project staff and managers to ensure that the cleaning service is responsive to their individual needs.
- Ensure that the highest quality of cleaning is maintained within services.
- Ensure that all health and safety practices are maintained and compliant.
- Complete Legionella related compliance cleaning activities as required.

Monitoring

- Support the maintenance team in identifying any maintenance issues within the service, which are found during the course of cleaning.
- Complete meter readings and send this information to relevant departments.
- Provide accurate and timely financial returns for expenses and mileage.

Compliance with Organisational policies and regulatory requirements

- Abide by Turning Tides' policies and procedures and regulatory requirements at all times and in particular:
 - Health and Safety
 - Adult and Child Safeguarding, Professional Boundaries
 - DPA and Data Management
- Ensure all service policies and procedures are regularly reviewed and well embedded.
- Play an active part in the development and implementation of organisational wide policies and procedures.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and in management approach
- Participate in equalities impact assessment and review as required

General

- Maintain personal development including participation in supervision and training.
- Undertake any other reasonable duties required by the management team
- Maintain at all times the ethos of Turning Tides.

Specification

Knowledge and Experience

Criteria	
1.	Basic knowledge of Health and Safety
2.	Experience of delivering high quality cleaning services
3.	Experience of delivering cleaning services in social care environments

Skills and Abilities

Criteria	
1.	Good housekeeping/cleaning skills
2.	Commitment to providing a high-quality standard of cleaning and to ensuring that this standard is maintained
3.	Basic computer literacy skills