



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Sheltered/Supported Housing Cleaning Assistant	Role Profile Number: FM3003
Grade: J	Date Prepared: February 2019
Directorate/Group: Communities and Housing	Reporting to: Sheltered Housing Officer
Structure Chart attached:	No

Job Purpose

Work as part of the Sheltered Housing Team to ensure a high standard of cleanliness and hygiene is maintained throughout the communal areas of 32 Sheltered Housing Schemes across the Borough. Assisting the Sheltered Housing Officer with general tasks in the management of the building and acting as a signpost to residents and visitors in the Sheltered Housing Officer's absence.

Key Accountabilities

- Clean communal areas in Sheltered Housing schemes, including corridors, residents' lounge, laundry and kitchen.
- Ensure external areas are kept clean, safe and free of litter.
- Manage stock levels and ensuring safe storage of chemicals and equipment.
- Adhere to Health and Safety and COSHH (Control of Substances Hazardous to Health) legislation.

Supplementary Accountabilities

- Assist Sheltered Housing Officer with Fire alarm testing, water flushing and any other duties with regards to the health and safety and maintenance of the building.
- Act as a signpost to tenants, visitors and contractors in the absence of the Sheltered Housing Officer.
- Attend the Fire panel and await attendance by the Fire Service if alarm sounds when the Sheltered Housing Officer is off site.
- Work at and travel to other sheltered housing schemes in times of staff absence or emergency.
- Assist with gritting and snow clearance as necessary.

Knowledge & Experience

- Experience of cleaning, preferably in a commercial setting.

- Knowledge of Health & Safety and COSHH (Control of substances Hazardous to Health) legislation.
- Ability to understand and retain written information on cleaning products and chemicals, including product data sheets and risk assessments.
- Experience of managing and controlling stock.

Qualifications

- This post is subject to a DBS (disclosure and barring service) disclosure.

Decision Making

- The post holder will follow a cleaning schedule on a daily basis but will be required to prioritise and reorganise their workload as required in the case of unforeseen issues.

Creativity and Innovation

- Be able to work on own initiative and be motivated to work alone.
- Demonstrate flexibility with regards to daily duties and supporting the team in other areas.
- Have the ability to stand for long periods; work to include physical exertion, use of stairs, use of step ladders and walking long distances throughout the day.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None 	<p>Budget Holder</p> <p>Responsibility:</p> <p>Asset Responsibility:</p>	<p>No</p> <p>None</p> <p>Cleaning equipment</p>
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Contacts and Relationships

- Work alongside Sheltered Housing Officers in maintaining a professional, clean and safe environment within Sheltered Housing Schemes.
- Whilst in communal areas maintain a courteous and professional relationship with tenants, never entering their homes or discussing personal issues. Adhere to guidance on professional boundaries.
- Liaise when necessary with contractors and visitors to the Sheltered Housing scheme, whilst maintaining the security of the building.

- **Other Key Features of the role**

Be prepared to work in a variety of environments and come into contact with tenants and members of the public when in communal areas. The job will also require some work outside and in all weathers. There may be travelling required between a number of sites. There will be an element of lone working and physical exertion.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	