Job Title: **Cleaner**

Responsible to: **Head of Finance**

Salary: **£10.90 per hour**

Hours: **6- 10 Hours per week over 2 days**

Location: **Based at 2 Queen’s Crescent Glasgow**

Contract: **Fixed term until 30th June 2024**

# Job Description

Working as part of the friendly Visibility Scotland Head Office team, the Cleaner will be responsible for ensuring the cleanliness of Visibility Scotland’s Head Office at 2 Queen’s Crescent Glasgow. The Cleaner will be line managed by the Head of Finance.

## What kind of person are we looking for?

The post-holder will demonstrate a strong work ethic, flexibility, and the ability to work without supervision.

**Specific Duties**

* Emptying waste bins or similar receptacles, and transporting waste material to designated collection points.
* Sweeping floors with brushes or dust control mops.
* Mopping floors with wet or damp mops.
* Suction cleaning carpeted areas and “spot” cleaning carpets.
* To dust, damp wipe, wash, or polish furniture, ledges, window sills, and external surfaces of cupboards, radiators, shelves, and fitments.
* To replenish consumable items (soap, toilet rolls, paper towels) when required.
* To clean toilets, hand basins, and sinks.
* To clean kitchen surfaces and when required clean fridges.
* To carry out any other reasonable duties within the overall function of the job.

**Person specification**

### Essential

* Previous experience cleaning an office environment.
* Excellent time management and prioritising of duties.
* Excellent cleaning skills.
* Attention to detail.
* Good communication skills.
* Ability to follow instructions closely and seek clarity when necessary.
* Organised and able to work on own initiative.
* Knowledge of Health and Safety legislation.

### Desirable

Knowledge of visual impairment

## Additional information

* Annual leave entitlement: 25 days annual leave and 12 days public holidays pro rata
* References: This appointment is subject to satisfactory references.
* PVG/Disclosure: This post is subject to a standard disclosure under the Police Act 1997 (Part V).
* Probationary procedures: This post is subject to a 6-month probationary period.
* Equal Opportunities: Visibility Scotland is committed to Equal Opportunities and welcomes applications from all candidates whatever their age, race, nationality, religion, ethnic or national origins, gender, marital status, sexual orientation, or disability.

Application process: Please complete the application form and send it to [info@visibilityscotland.org.uk](mailto:info@visibilityscotland.org.uk) or post it to Visibility Scotland, 2 Queen’s Crescent, Glasgow, G4 9BW

# End of Document