**We're Hiring: Cleaner (12 hours/week)** - 8-12 hours per week, hours of 11am-5pm. Hours and days of week to be agreed with successful candidate.

**Salary:** £12.21 per hour

**Sheffield Mencap & Gateway**

We are a small, busy local charity supporting people with a learning disability, and we’re looking for a dedicated, flexible Cleaner to join our team. We’re holding a **Recruitment Day on Tuesday 21st October 12-2pm**, and we’d love to meet anyone interested in the cleaning role. It’s a great opportunity to find out more about the position, meet some of the team, and see what it’s like at Sheffield Mencap & Gateway. Applicants must complete and **submit an application form by 5pm, Wednesday 15th October to be considered for the role.** You can download the form from our website at [**www.sheffieldmencap.org.uk**](http://www.sheffieldmencap.org.uk) or contact the Mencap Office at **mencapoffice@sheffieldmencap.org.uk** to request a copy or for further information.

**About the role:**  
This is more than just a cleaning job – you’ll play an important part in helping us maintain a clean, safe and welcoming environment for our members, staff and visitors.

**Key responsibilities:**

* General cleaning of communal areas, toilets, activity rooms and offices including dusting, sweeping, mopping, vacuuming floors and surfaces
* Sanitation: Cleaning and disinfecting toilets, changing areas, kitchens and other high traffic areas
* Waste management: Emptying bins and ensuring correct waste disposal
* Supply management: Maintaining stock levels of cleaning supplies and toiletries (hand towels, toilet paper and hand wash)
* Specialised cleaning: Undertaking deep cleaning such as window cleaning, carpet cleaning, kitchen equipment, buffing floors, cleaning furniture etc
* Cleaning of kitchen supplies: tea towels, clothes, tablecloths, aprons, etc
* Unpacking deliveries, supporting the office manager as and when required
* Adapting cleaning tasks around our busy programme of services
* Interacting respectfully and appropriately with people with a learning disability
* Supporting a positive and inclusive atmosphere in our building
* Any other duties identified by the line manager

**We’re looking for someone who is:**

* Reliable and takes pride in their work
* Comfortable with communicating with people with a learning disability
* Flexible, with the ability to adapt to the needs of a busy centre
* Friendly, enthusiastic and can work as part of a team

**Person Specification:**

The successful candidate will demonstrate they possess the following criteria:

| *Criteria* | *Standard* | *Essential* | *Desirable* | *Measure* |
| --- | --- | --- | --- | --- |
| **Education / Qualifications** | 1. COSHH qualification or ability to complete once in post | **X** |  | A, D |
|  | | | | |
| **Experience** | 2. Previous experience of cleaning | **X** |  | A, I |
|  | 3. Previous Experience of working in a similar environment |  | **X** | A, I |
|  | | | | |
| **Skills & Abilities** | 4. Ability to prioritise cleaning tasks | **X** |  |  |
|  | 5. Working as part of a team | **X** |  | A, I |
|  | 6. Good communicational skills | **X** |  | A, I |
|  |  |  |  |  |
|  | | | | |
| **Other Requirements** | 7. Willingness to undertake training as required. | **X** |  | A |

**Measures:**

* **A: Application Form**
* **I: Interview / Exercise**
* **D: Document checks**