

Cleaner

Key Tasks/Responsibilities

The Office Cleaner will be provided with a schedule of work that they are expected to complete within their working hours, working unsupervised to a high standard. The cleaner must understand the requirements of the schedule of work and prioritise/time manage their duties to ensure all tasks are completed within the timescales and Covid Secure regulations are maintained. Use cleaning products in accordance to their instruction and ensuring their own health and safety whilst carrying out their duties.

- Tasks; Vacuuming, dusting, mopping, emptying waste baskets, cleaning telephones & desktops, sanitising, replenishing washroom items all other reasonable requests. Allocated specific areas to clean, it is the cleaners' responsibility to ensure that their time is used to ensure all tasks are carried out as specified.
- Covid Sanitising
- Manage and prioritise duties in accordance with the work schedule
- Understand and observe Manual handling; H&S policies & regulations
- It is essential that the washrooms & kitchens are cleaned & sanitised every day & that all other duties are completed within the required timescale
- Cleaners work individually and remotely they are expected to work safely under their own Health & Safety management. With basic manual handling knowledge, they must ensure that in carrying out their duties they do not place their health or safety in jeopardy. This applies in particular to the use of cleaning products.
- The Cleaner is responsible for monitoring cleaning products and supplies, requesting stock when necessary from Company Secretary Assistant or Branch Manager
- Report any problems to the Branch Manager

Person Specification

- Excellent Prioritising Skills & time Management ability to manage and prioritise duties in accordance with the work schedule
- A reasonably high level of physical fitness
- Understand and observe Manual handling and H&S policies and regulations
- Ability to work on your own initiative unsupervised

Confidentiality

Information seen or heard during the course of your employment or has otherwise been acquired by you in confidence that relates particularly to clients affairs, our business, or that of other persons or bodies with whom we have dealings of any sort shall be confidential and you shall not at any time, whether before or after termination of your employment disclose such information to any person without Williamsons written consent.

Experience & Qualifications

No formal qualifications are necessary. However previous cleaning experience/references to show proven ability for the role would be desired, albeit experience need not necessarily have been in a legal office.