**Island of Hoy Development Trust**

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG

Telephone 01856 701356

**Job Description**

**Cleaner/Caretaker**

**JOB PURPOSE**

1. To provide cleaning service at the YM, Longhope.
2. To undertake routine safety checks of YM and the car park.

**Main Duties**

**Cleaning and Caretaking**

1. Cleaning duties will include a range of general cleaning tasks including use of cleaning equipment and handling of cleaning solutions.
2. Caretaking duties will include required tests of the fire safety system and visual checks of the building and car park areas for any evidence of defect or risk.
3. Acting as a keyholder for the YM along with other members of the Management Group.

**Communication**

1. Routine communication with the YM Management Group to inform them of any issues requiring their attention.
2. Dealing with building users and handling initial queries on access and use.

**Analytical and Judgemental Skills**

1. Make judgements on issues that need to be escalated to the YM Management Group.

**Planning & Organisational Skills**

1. Organise an individual workload in line with agreed cleaning schedule.

**Policy and Service Development**

1. Adhere to YM and IOHDT policies and procedures.

**Financial & Physical Resources**

1. Observe personal duty of care in relation to equipment and resources used in course of work.
2. Monitor supplies of cleaning equipment and consumables and forward requisition requirements to the appropriate person.

**Information Resources**

1. Maintain records of completed cleaning schedules.
2. Maintain records of weekly health and safety checks including documentation of any identified problems.