



## Job Description – Cleaner

<b>Contract period:</b>	Permanent
<b>Place of work:</b>	Fledge central hub, Eastleigh, Hampshire
<b>Hours:</b>	4 hours (2 x 2-hour shifts) per week, potential for additional hours on an ad hoc basis.
<b>Salary:</b>	£13.93 per hour
<b>Holiday:</b>	25 days holiday plus bank holidays pro-rata
<b>Responsible to:</b>	Communications, Fundraising and Admin Officer
<b>Purpose of Job:</b>	To ensure a clean, safe, and welcoming environment for service users, staff, volunteers, and visitors by maintaining high standards of hygiene and cleanliness across all areas of the Hub's premises.
<b>Benefits:</b>	Pension, 24/7 employee assistance programme from Health Assured and a dedicated Health and Wellbeing Officer to support staff.

### Background

Fledge supports vulnerable and homeless 18–35-year-olds across the Borough of Eastleigh, Hampshire. Our charity's core services include supported accommodation with individualised and holistic support to overcome barriers, build on strengths and learn skills to enable more hopeful and independent futures.

### What are we looking for?

We are looking for a self-motivated individual with a strong work ethic to join our

friendly, committed team. Having recently transitioned to new, larger premises, this is a vital role in ensuring that Fledge can carry out our essential work in a clean and welcoming environment.

### Key responsibilities

- Clean and sanitise offices, meeting rooms, kitchens, toilets, and communal areas of the Hub
- Empty bins and dispose of waste in accordance with recycling and waste management policies.
- Replenish sanitary supplies.
- Dust, vacuum, mop, and polish surfaces and floors as required.
- Report any maintenance issues or health and safety concerns to the appropriate person.
- Follow cleaning schedules and checklists to ensure consistency and thoroughness and adapt to the needs of the service (e.g. emergency cleans)
- Maintain confidentiality and respect the privacy of staff and service users.
- Ensure cleaning materials are used and stored safely and in line with COSHH regulations
- Document any incidents or concerns observed during cleaning duties.

### Essential:

- Previous experience in a cleaning role.
- Awareness of health and safety and COSHH regulations.
- Understanding of hygiene and infection control practices.
- Ability to work independently and manage time effectively.
- Compassionate and respectful attitude towards vulnerable individuals.
- Reliable, punctual, and trustworthy.
- Commitment to a regular weekly shift pattern to ensure high standards of cleanliness are maintained across the Fledge premises.

### Desirable:

- Experience working in a homelessness or social care environment.
- Basic knowledge of safeguarding

### What you can expect from Fledge

At Fledge, we pride ourselves on fostering a supportive and inclusive team culture. Our team is built on the principles of collaboration, respect, and integrity.

How we operate:

- **Open Communication:** Encouraging open and honest communication among team members to ensure everyone feels heard and valued.
- **Supportive Environment:** Creating a supportive environment where team members can share their challenges and successes and receive the necessary support to grow and develop.
- **Continuous Learning:** Promoting continuous learning and professional development through regular training sessions, workshops, and opportunities for personal growth.
- **Inclusivity:** Embracing diversity and inclusivity, ensuring that all team members feel welcome and respected, regardless of their background or experiences.
- **Being there in person:** We operate on site within core hours to ensure our residents have the support they need, and we believe in supporting our colleagues where we can, so please ask us about any requirements you have.

If you want to be part of a purpose and values led team that embraces diversity, collaboration and continuous learning please send in your application, we'd love to know more about you.