



**Job Description & Person Specification**

Job Title: Cleaner

Department: Manchester Dogs Home

Reports to: Senior Manager, Home Manager, Assistant Manager/s

**General Description of the Post:**

This role is responsible for ensuring that the Dogs Home is kept clean and tidy and looks presentable. The Dogs Home has several buildings and areas so the cleaner will need excellent time management skills and be able to organise their workload accordingly.

Key Responsibilities:	
•	Dusting, Sweeping, vacuuming, and mopping as required in both Crofters House and the Adoption Block
•	Cleaning communal areas of the home, including kitchens, toilets, public meeting areas and offices
•	Disinfecting areas as required within both Crofters House and the Adoption Block
•	Emptying of bins
•	Cleaning of low-level external windows and internal windows
•	Carry out heavy cleansing tasks as and when required by Management
•	Working with Kennel staff to assist with Laundry, including folding and storage of bedding materials
•	Ordering Cleaning materials when necessary and monitoring stock levels of cleaning equipment/materials
•	Carrying out any other reasonable duties as requested by management
•	Ensure that all Health and Safety Policies of the home are adhered to when carrying out cleaning tasks, including use of appropriate signage
•	Report to Management regarding any defects/deficiencies

Person Specification:

Experience:	Essential	Desirable
Excellent Time Management Skills – the Dogs Home is large and covers several buildings/areas		X
Ability to manage own workload and conflicting priorities		X
Experience with COSHH & COSHH Assessments	X	
Knowledge of and experience of preventing cross contamination		X

Note: Manchester and Cheshire Dogs Home reserve the right to reasonably amend your duties in line with business needs.