

Job Description & Person Specification

Job title	Cleaner (ref CL003)
Reports to	Duty Manager, Leisure Manager
Location	Ottery Leisure Centre
Salary	£7.70 per hour or NLW per annum
Hours	Mon & Tues 15:45-19:00 Wed 15:45-19:00 (1:2) Fri 16:00-19:00 Alternate Sat & Sun 1.75 hours (times to be agreed)

About LED Community Leisure

LED Community Leisure is a registered charity and a community benefit society. With over 15,000 members across 16 sites, we offer a range of diverse cultural, sporting and physical activities throughout East Devon and South Somerset in the sectors of indoor and outdoor sports, swimming, exercise and health, children's play schemes, educational programmes, sporting and cultural events and the performing arts.

LED Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd and was established to undertake trading on a commercial footing raising funds for the parent charity. The provision of catering, hospitality and events management is undertaken through LED's trading subsidiary LED Leisure Enterprises Ltd, including Ocean.

Our Vision & Values

Our Vision: To be the community leisure provider of choice

Our Values:

- Opportunities We will provide enjoyable, active, healthy & enriching opportunities that are inclusive to all members of our community.
- Our Customers We will work with our customers to continuously improve our service, facilities & activities.
- Our Team We will empower and invest in our team to meet customer and business needs.
- Sustainability We will work with all stakeholders to ensure business and environmental sustainability.

Job purpose

The duties will consist of cleaning the Complex and surrounding areas and carrying out the instructions of the Management Team. Tasks should be completed efficiently and effectively to specified standards.

This post is exempt from the Rehabilitation of Offenders Act (ROA) (as amended) and appointment is subject to satisfactory outcome of disclosure (check of all criminal records).

Key responsibilities

- Vacuum the carpeted floors.
- Sweep, and wash, when necessary, the non-carpeted floors.
- Dust, and polish where necessary - ledges – window frames.
- Clean lavatories.
- Ensure toilet roll holders are stocked with toilet rolls for the next day.
- Remove any litter/rubbish from the floor.

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- Empty all rubbish bins.
- Help the manager to maintain the facility's cleanliness at all times and work in a manner that does not risk the health and safety of others.

Essential Skills and Qualifications

- Evidence of practical experience in one or more areas of activity in the key responsibilities above.
- Ability to order and control stock
- Organised and able to prioritise key duties
- Motivated with the ability to listen to, work well with, and be respectful to others and committed to being a team player.

Desirable Skills

- Good General Education

All employees have the following activities included in their job descriptions;

- Support and promote LED's 'Vision and Values', leading by example.
- Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.
- Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.
- Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.
- Act as an ambassador for LED.
- Attend meetings as required during working hours, or with a minimum of 24 hours' notice for out of hour's meetings.
- Comply with LED's Constitution, policies and procedures.
- Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.

Reviewed May 2019