**Vacancy: Office Cleaner**

**Closing Date: 20/11/2019**

**Kingdom Community Bank,** thetrading name of **Kingdom Credit Union Ltd,** is a community-based, member-owned financial co-operative, established in 2004 to serve people living or working in Fife.

We are looking for an Office Cleaner to join our team at a key stage in our growth and development. Successful applicants will join Fife’s largest credit union, with over 7,000 members. We aim to provide affordable loans and accessible savings to more people across the Kingdom of Fife.

Please see the attached Job Description and Person Specification for more details.

If you meet the criteria then please complete the Application From and submit it to us by **Wednesday 20 November 2019.**

Please contact us if you require any further information.

**Office Cleaner**

**Job Description and Person Specification**

**Post Title: Office Cleaner x 2**

**Hours per week: 3 hours per week**

**Working hours: Flexible and negotiable (Mon-Fri)**

**Salary: £9.00 per hour**

**Location: Glenrothes and Methilhill**

**Reporting to: Operations Manager**

**Main Purpose of Post:**

To provide a high quality and reliable cleaning that will ensure Kingdom Community Bank continues to provide a high standard of office and meeting facilities for internal staff, volunteers and members.

**Main duties of Post:**

1. To ensure that a high level of cleanliness is maintained throughout each of our properties – this includes, for example, vacuuming, emptying waste bins, mopping floors, dusting, cleaning inside of windows, damp wiping surfaces, cleaning toilets etc.
2. To conduct a deep clean across properties on a rota basis
3. Ensure consumable items (for example, soap, toilet rolls and paper towels) are always sufficiently available, and to take appropriate action when such consumables run low
4. Ensure cleaning equipment is cleaned, stored and kept in working order.
5. Ensure regular attendance and punctuality, following company procedures for holidays and sickness.
6. To provide cover in other offices in the event of holiday, sickness or other absences
7. To contribute to the healthy and safe operation of the properties and to be aware of responsibilities for Health and Safety issues for themselves and others
8. To attend training if required to do so.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.

**Person Specification**

Essential requirements:

* Experience of providing a cleaning service to a high standard;
* Willingness to adapt; work as part of a team and to help others;
* Good people skills;
* Organised and efficient;
* A personal commitment to equal opportunities and organisational excellence;
* Displays honesty, integrity and a strong sense of ethics in all actions and decisions;
* Ability to maintain a high level of confidentiality.

Desirable requirement:

* A health and safety qualification at IOSHH level or equivalent;
* Current valid driving licence and access to a car.