

For women let down by the system.

For women with nowhere else to turn.

For women who've suffered.



Job Description Cleaner

From our Birmingham centre, Anawim provides trauma informed services including holistic support and advocacy to enable women to reach their potential

Our Vision statement:

A world where women are safe, free, valued and equal members of society.

Our Values:

*Anawim believes in the intrinsic **value** of every person and **welcomes** each women **without judgement***

*We are deeply committed to **listening** to our women and building services around their **needs***

*We **help** women to navigate the complex challenges they are facing and we do all that we can to **support** them for as long as they needs us*

*Anawim **empowers** women to make positive changes to turn their lives around, helping them, one step at a time – to become **independent***

*We **want the best** for our women and to make sure their basic needs are met. We **won't rest** until we've done all we can to keep them **safe**.*

Job Brief:

A clean and tidy centre is vital to the work we do and the women we support as it ensures that everyone we work with feels welcomed and valued, as well as helping looking after the health and safety of our staff and volunteers. We are looking to hire an attentive cleaner to join our team. In this position, you will be required to take care of our facilities and carry out cleaning and report any maintenance issues. The goal is to keep our building in a clean and orderly condition. To be successful as a cleaner, you should be able to complete assigned tasks within the stipulated period and should be and able to perform physical tasks required by the post including lifting, carrying and pushing dustbins and cleaning equipment e.g. vacuum cleaners, with minimal supervision.

Job Responsibilities:

- Responsible for monitoring and maintaining sanitation and organisation in and around the centre
- Clean floors and rooms, including dusting, mopping sweeping, vacuuming, mopping and spot cleaning glass and windows etc.
- Clean down toilets, wiping down sinks, including restocking bathrooms, emptying bins.

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, cleaning mirrors, spot cleaning partition doors and walls.

- Transport dirty linen to correct area to be washed and restock area with clean linen.
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Informing the line manager of repairs that need to be done and reporting any breakages that occur during the cleaning process
- Liaising with the line manager to ensure that you have sufficient cleaning products at all times
- Maintains cleaning equipment and supplies
- Cooperate with the rest of the staff
- Follow all Health and Safety regulations
- Performs additional duties as needed

Requirements and skills:

- Proven working experience as a Cleaner or in a similar role
- Knowledge of COSHH, cleaning chemicals and supplies
- Able to use a variety of cleaning products and equipment
- Excellent communication and organisational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible and reliable
- Ability to work independently and as part of a team
- Ability to perform physical task required by the post
- Able to work unsupervised and deliver quality work
- Available to work mornings and evenings, as needed.

When in offices or around the centre you may overhear names or details of clients or recognise women within the centre. It is imperative that you maintain confidentiality and not share any information outside or identify a woman in the community.

This job description is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting the needs of the charity and the women is required by all employees.

I confirm that I have read and agreed this job description explained the main duties of my job, however I understand that this list is inexhaustible.

Signed: _____ (Job Holder)

Print Name: _____

Date: _____

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Location: Anawim, 228 Mary Street, Balsall Heath, Birmingham, B12 9RJ

Reports to: Centre and Women's Participation Coordinator
In shifts of 7-9am or 5-7pm

Salary: £12 per hour

Hours: 10 hours per week (2 hours per day)

- Fixed Term for two years initially

At Anawim we recognise that we all have lived experience of the issues the women present with. Some of our colleagues will have criminal convictions, will have experienced domestic abuse directly within their homes, had a history of substance misuse etc. So please operate with compassion towards your colleagues, this experience is theirs to hold, if they share any of it with you keep it confidential.

Certain roles such as peer mentors and champions utilise lived experience in a direct manner. This does not mean that they are any less 'professional', all experience is valid whether gained through university learning, experience of working in the field or by living through it.