



Hamelin Trust

Supporting Individuals with Disabilities and their Carers

VOLUNTEER ROLE DESCRIPTION

Post Title: Cleaner

Accountable to: Service Manager, Gowlands

Location: Adult Short Break Service, Gowlands, Sutton Road, Rochford, Essex SS4 1XS

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.

Purpose of Role

- To provide cleaning support to our Adult Short Break facility, helping us to ensure that high standards of hygiene are maintained throughout the premises.

Outline of Main Activities

- To help with the vacuuming, dusting and polishing
- To assist with maintaining a clean and hygienic kitchen and dining area
- Wipe clean tables, chairs and other surfaces in the dining room, wash floor and empty bin.
- Load dishwasher and wash up as necessary
- Clean kitchen surfaces and mop kitchen floor
- Clean microwave and fridge whenever necessary.
- Empty and clean kitchen and waste paper bins
- To assist in maintaining clean and tidy bedrooms for the guests, including bed changing, hoovering and dusting.
- To ensure that the bathrooms are hygienically clean and that they are fit for purpose.

Other related activities may include:

- Covering annual leave/sickness for other volunteers
- Volunteers are requested to attend induction training and any other training that is considered to be relevant to their role

Safeguarding

- All volunteers must be mindful of the need to safeguard service users, abide by the Hamelin Trust Safeguarding policy and ensure that any concerns are reported to the senior member of staff on shift.