

### **Role Profile**

<b>Role title:</b>	Cleaning Assistant
<b>Salary:</b>	£10,244.00 per annum
<b>Full/Part Time:</b>	Part-Time
<b>Contract term:</b>	Permanent
<b>Accountable to:</b>	Cleaning Supervisor
<b>Accountable for:</b>	N/A
<b>Hours:</b>	15 Hours per Week
<b>Location:</b>	Usually located at the main Students' Union Building
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK from the start of employment
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

### **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

### **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

### **Role Overview**

As a cleaning assistant with us, you will play a key role in ensuring a clean and hygienic environment for our visitors and staff. Your key cleaning duties and responsibilities include:

Daily Cleaning Tasks:

- Sweep, mop, vacuum, and dust floors and surfaces to maintain cleanliness and order.
- Sanitize and disinfect high-touch areas such as door handles, light switches, and countertops.
- Empty trash bins and replace liners promptly.

Specialized Cleaning:

- Perform deep cleaning assignments, including carpet shampooing, upholstery cleaning, and floor waxing.
- Use appropriate cleaning chemicals and equipment for specific surfaces, following safety protocols.
- Clean and maintain restrooms, ensuring they are fully stocked with essential supplies.

Maintenance and Reporting:

- Operate and maintain cleaning equipment such as vacuums, carpet cleaners, and floor polishers.
- Ensure tools are cleaned, stored properly, and in good working condition after each use.
- Identify and report any maintenance issues or needed repairs to supervisors.
- Replenish cleaning supplies after each shift.

Adherence to Safety Standards:

- Follow union's safety guidelines, including proper handling of cleaning chemicals and wearing personal protective equipment (PPE).
- Maintain awareness of COSHH and contribute to a zero-incident workplace.

### **Key Result Areas**

<b>Responsible for</b>	<b>Contributor to</b>
<b>Maintaining building standards</b> Ensuring excellent standards of cleanliness by day-to-day cleaning and working with teams to perform deep cleans during quieter times.	Ensuring maintenance issues are reported in a timely manner

<b>Cleaning stores</b> Ensuring that cleaning supplies are kept Safe and stocked	Managing supplies
<b>Health &amp; safety compliance</b> Ensuring the health and safety requirements are followed during performing the duties of the role	Complying COSHH records and risk assessments
<b>Sustainability</b> Contribute to the Unions environmental Sustainability, waste disposal and following sustainable cleaning practices	

### Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
<b>Education</b>				
We accept candidates from any educational background.				
<b>Skills</b>				
Commercial Cleaning experience	✓			
Understanding of COSHH	✓			
Attention to detail				✓
Time Management	✓			
Ability to operate cleaning tools	✓			
Ability to work independently	✓			
<b>Personal Attributes</b>				
Attention to detail – can demonstrate an excellent attention to detail in delivering high cleaning/facilities standards				✓
Organised – demonstrate an ability to plan activity to meet changing business needs		✓		
Problem solving – an ability to tackle unforeseen problems or issues as they arise in a calm and solutions focused way	✓			

Values & Behaviours				
Align with the SU's values and behaviours both personally and professionally				✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		✓		
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve		✓		
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		✓		

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).