

<b>JOB TITLE:</b>	<b>Cleaning and Maintenance Officer - Ref: CS 0617</b>
<b>HOURS:</b>	20 hours per week, permanent position (typically 7am – 11am, Mon to Fri)
<b>PAY RATE:</b>	£7.50 per hour
<b>DEPARTMENT:</b>	Resources
<b>REPORTS TO:</b>	Head of Resources
<b>LOCATION:</b>	Stoneham Court, Tilehurst, Reading, RG30 4EZ
<b>JOB PURPOSE:</b>	To provide a cleaning and routine maintenance service at Berkshire Maestros, Stoneham Court.

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**Duties to include the following:**

- General maintenance of grounds & other routine indoor maintenance as assigned by the Resources Team
- Assist with the setting up/down of room bookings, including refreshments as required
- Maintain records of the repair and maintenance carried out
- Vacuum cleaning hard and soft floors, mopping and spray cleaning hard floor surfaces
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass, polishing and straightening furniture
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Replenishing janitorial supplies
- Immediately reporting all defects/hazards to your line manager/supervisor

**Compliance:**

- Operate cleaning machinery in accordance with instructions.
- Dilute and use cleaning materials as instructed, complying with COSHH regulations.
- Collect and remove waste/rubbish from work area to collection point as directed.
- Clean and maintain cleaning equipment as instructed.
- Observe and comply with the Health and Safety Policy.
- Comply with instructions relating to security and confidentiality.

**Notes:**

- During periods when the music centre is closed to the public, routine cleaning is undertaken throughout. This may include carpet cleaning, high level dusting, wall washing, etc.
- The post holder may be required from time to time to undertake other duties within the location as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

*Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check.*