



## Job Description

**Job Title:** Centre Cleaner

**Responsible to:** Facilities manager

**Salary:** NMW depending on Wage Banding

**Contract:** Permanent

**Hours:** 7.30am to 9.30am, Monday to Friday (10 hours per week) with additional weekend and holiday cover as and when needed

Bridges is a place where we build bridges between people and connect individuals with local activities, services and projects. In doing so, Bridges enables the people of Monmouthshire to live happy, healthy and fulfilled lives, maximising their potential and building positive connections with each other and other organisations.

### **Job Purpose:**

Reporting to the Facilities manager you will support the day-to-day running of Bridges Centre. The centre is a popular and busy hub within the community.

You will be responsible for maintaining a clean and sanitary environment within the centre. Your primary duties will include performing routine cleaning tasks, such as sweeping, mopping, dusting, and disinfecting surfaces. Having a flexible and friendly demeanour would be valuable skills in this role.

### **Main Duties:**

1. Maintain a high standard of cleanliness in all areas, which will include reception, offices, meeting rooms, and common spaces.
2. Emptying internal and external waste bins and transporting waste material to the designated collection point
3. Sweeping and mopping floors with brushes and wet or damp mops
4. Using vacuuming machines to clean floors.
5. Dusting or damp wiping the furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments.
6. Replenishing consumable items (soap, toilet rolls) if required
7. Cleaning toilets, hand basins and sinks etc.
8. Cleaning the kitchens, including sinks, countertops and cooking surfaces, as well as microwaves and fridges if required.
9. Ability to handle and lift cleaning equipment upstairs as required.
10. Undertake inside windowpane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance schedules.
11. Work independently and efficiently to complete cleaning tasks.
12. Report any maintenance issues or cleaning equipment malfunctions to the supervisor.

### **Other Duties:**

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
4. In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Manager in addition to those shown above.

**Skills Required:**

(Evidenced by qualifications, application and previous experience)

1. Strong work ethic and exceptional attention to detail, with a pride in your work.
2. Good time management skills with a focus on punctuality
3. Knowledge within a similar role of cleaning or housekeeping.
4. Physical stamina to stand, bend and lift in order to carry out cleaning tasks.
5. Proficiency in following cleaning protocols and working independently.
6. Effective communication skills.

**Personal attributes:**

1. Friendly and positive demeanour.
2. To be flexible to meet the demands of the role
3. Highly professional approach to all tasks.
4. A willingness to learn and help where required.

**The Application Process:**

If you would like to apply for this post, please complete the '**application form**' on Bridges Centre's website.

Please send your completed application by email to [amy.mcdougall@bridgescentre.org.uk](mailto:amy.mcdougall@bridgescentre.org.uk) or by post to:

Amy McDougall (HR Manager)

Bridges Centre

Drybridge House

Wonastow Road

Monmouth

NP25 5AS

**The closing date for all applications (by post or email) is on Friday 3<sup>rd</sup> October 2025 at 4pm**

*Please note; it is not our organisational policy to provide feedback to candidates who have not been shortlisted for interview.*