

# Job Description: Cleaner

| General role information  |                           |
|---|---------------------------|
| Job Title:  | Cleaner                   |
| Reporting to:   | Senior Operations Manager |
| Salary Band:  | A                         |
| Notice period:  | 1 month                   |
| Budget Responsibility?  | No                        |
| Contract type?  | Permanent                 |
| Direct Reports?   | No                        |
| Client facing role?   | No                        |
| Key stakeholders – internal?  | No                        |
| Key stakeholders – external?  | No                        |
| About MSI Reproductive Choices  |                           |
| <p>Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.</p> <p>As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.</p> <p>At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p> |                           |

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

[Resourcinguk@MSIChoices.org](mailto:Resourcinguk@MSIChoices.org)

## The department / team

We are looking for a passionate and committed Cleaner to join our team within MSI Reproductive Choices UK.

## The role

This critical role of cleaner/housekeeper reports directly to the Centre Operations Manager and will play a crucial role in maintaining the cleanliness and hygiene of our clinical and centre facilities. Your responsibilities will include ensuring that all areas are kept in pristine condition, adhering to strict hygiene standards and infection prevention control protocols.

## Key responsibilities

### Key Responsibilities:

- 1. Infection Control and Sanitisation:** Execute thorough cleaning and sanitisation procedures in clinical rooms, waiting areas, and common spaces. Adhere to rigorous infection control protocols to ensure a safe and sterile environment.
- 2. Waste Management:** Responsible for the proper disposal of medical waste, adhering strictly to guidelines and regulations. Ensure that waste receptacles are appropriately labelled and handled.
- 3. Stock Management:** Monitor and report the inventory of cleaning supplies, ensuring that adequate stock levels are maintained. Assist in the procurement process as necessary.
- 4. Equipment Maintenance:** Report any malfunctioning cleaning equipment or issues related to facilities promptly to ensure a swift resolution. Collaborate with relevant personnel for repairs or replacements.
- 5. Collaboration and Communication:** Work closely with other staff members and healthcare professionals to understand and address specific cleaning needs. Maintain effective communication to ensure the seamless operation of cleaning activities.
- 6. Compliance with Health and Safety Standards:** Follow all relevant health and safety regulations, including COSHH guidelines. Participate in ongoing training programs to stay updated on the latest standards and practices, responding to feedback and audits effectively and completion of any regulatory or internal paperwork or checklists.

## Key Skills and Experience

### To perform this role, it is **essential** that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Good listening and communication skills

## Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and

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contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

**For this role, we're looking for an individual who is:**

- Pro-choice, support and adhere to MSI vision and goals.
- Dynamic, creative individual with the ability to show initiative.
- Team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates MSI team member behaviours and professional self-development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

## Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**