



9 Lawton Road Dundee DD3 6SZ

support@ddcaok.com

www.ddcaok.com

01382 826888

## Job Vacancy!

Are you honest, trustworthy, and conscientious? Do you care for the safety and wellbeing of children and young people with learning and/or physical disabilities?

If the answer is "YES!", then DDCA is looking for a new cleaner, and it could be you!

The hours are Monday to Friday, from 8 am to 9 am or 8 pm to 9 pm @ £10.90 per hour (five hours per week).

The start date is Tuesday April 18<sup>th</sup> 2023.



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Post: DDCA Cleaner

Hours: 5 hours per week (Monday to Friday, 8 am to 9 am or 8 pm to 9 pm) @ £10.90 per hour

#### Tasks and Job Description:

1. Empty office, kitchen, and art-room bins daily (recycling as appropriate).
  2. Clean our four bathrooms daily (loos, sinks, any surfaces).
  3. Clean our art room sinks daily.
  4. Clean all floors (alternating different areas weekly).
  5. Anti-bac wipe all high-traffic areas (surfaces, door handles, and light switches, for example) daily in accordance with our infection control policy.
  6. Adhere strictly to our infection control policy.
  7. Adhere strictly to the use of colour-coded cloths and mops for different areas in DDCA.
  8. Communicate with DDCA's manager and/or assistant manager via a "communication book" or in-person to request a re-stock of any required cleaning materials (we provide all cleaning materials).
  9. Follow occasional requests to concentrate on certain areas for a "deeper clean".
  10. The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
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- ❖ DDCA staff holidays are set each year (two weeks over Christmas, Easter, Summer, and October) and are paid. Should you be successful and wish for holidays out with those set dates this will be at the discretion of DDCA's management and, if granted, will be unpaid.
  - ❖ DDCA's staff (manager, assistant manager and four part-time play/youth leaders) have a rota for cleaning toys and equipment, so although our premises look large, the above tasks (1 to 10) are all we require. You will not be required to empty nappy/sanitary bins.
  - ❖ A Disclosure Scotland criminal records check may be required.
  - ❖ You can find out more about us here: [www.ddcaok.com](http://www.ddcaok.com)



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DDCA cleaner, Monday to Friday (8 am to 9 am or 8 pm to 9 pm, 5 hours per week) @ £10.90 per hour

Your full name			
Your date of birth			
Your address			
Home phone number			
Mobile phone number			
Email			
EMPLOYMENT HISTORY (Please continue on a separate sheet if necessary)	Employer's name and address	Position and duties	Reason for leaving
CRIMINAL RECORD Please advise us of any unspent court judgements or criminal convictions made against you.			
Tell us about your cleaning experience.			

Please tell us why you think this job is for you (job description enclosed), and tell us a bit about yourself (what are your main qualities and attributes? What are your interests outside of work? Use another sheet if you need to):

Please give the names and addresses of **two** people who will provide a reference (which we will request). One of whom should preferably be your present or most recent employer.

Referee 1

Referee 2

By signing, I confirm that the information I have given in this application form is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

Your signature

By signing, you consent to DDCA retaining the personal information you have provided so we can make a recruitment decision. Our data protection and privacy policy can be viewed on our website.

Today's date