



CLEANER

Overview:

The Cleaning Team plays a vital role in creating a welcoming, safe and enjoyable environment for everyone who visits The Pickaquoy Centre. As a Cleaner, you will help maintain the high standards that our customers, community and colleagues expect, ensuring the facility remains clean, presentable and ready to use throughout the day.

You will be an important part of the team that helps shape the visitor experience. The cleanliness and presentation of our facilities creates first impressions, promotes wellbeing, supports safety and contributes directly to customer satisfaction.

We're looking for someone who takes pride in their work, has a keen eye for detail and understands the difference that high standards can make. You will work as part of a supportive team, undertaking a variety of cleaning duties across the Centre while helping to ensure all areas are maintained to an excellent standard and hygiene requirements are consistently met.

As part of a busy community facility at the heart of Orkney, you'll make a meaningful contribution to the experience of our customers and play an important role in helping The Pickaquoy Centre remain a welcoming space for everyone.

Hourly Rate:

£13.45 per hour

No. of Hours:

Casual (on a rota basis)

Responsible to:

Duty Manager

Date Prepared:

June 2026

Why work for the Pickaquoy Centre?

- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme



Main Duties:

1. To undertake cleaning tasks throughout the Pickaquoy Complex to the required standard. Tasks include, but are not limited to:
 - Vacuuming carpeted areas.
 - Sweeping and mopping floors.
 - Cleaning changing rooms and toilets.
 - Polishing glass, mirrors and chrome.
 - Dusting ledges and windowsills.
 - Replacing toilet rolls and replenishing soap dispensers.
 - Emptying bins.
 - Assisting with cleaning duties associated with the Pickaquoy Campsite Facilities as and when required.
2. To assist in continued service excellence, ensuring all health and safety requirements are adhered to and the cleanliness of the facilities are maintained to an excellent condition, adhering to strict hygiene standards.
3. To follow and adhere to COSHH requirements.
4. To use cleaning materials, chemicals, equipment and heavy-duty cleaning machines appropriately, economically and safely and as per manufacturer/suppliers' guidance.
5. Completion of relevant checklists as tasks are completed.
6. To maintain the high standards of cleaning cupboards, ensuring they are clean and tidy and locked when not in use.
7. To assist with emergency procedures ensuring the safety of staff and public.
8. To undertake such other duties as are appropriate to the grade and designation of the post and as required by the Management Team.
9. To ensure that all duties are carried out with due regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
10. To perform all duties in accordance with the standards as set out in the operating procedures and working instructions.
11. The postholder may be required to work at other sites operated by The Pickaquoy Centre Trust.

Person Specification:

Attributes	Essential	Desirable
Professional / Educational Qualifications - • COSHH Training/Qualification(s) • Health and Safety Training/Qualification(s)		✓ ✓
Relevant work / other experience - • Previous experience of working as a cleaner • To have knowledge and experience of cleaning duties	✓	✓
Skills and Abilities - • To be able to carry out the duties required of the post • To be able to use cleaning materials, chemicals, equipment and heavy-duty cleaning machines appropriately and safely • To demonstrate an understanding of the importance of compliance with policies and procedures • To have the ability to understand health and safety regulations	✓ ✓ ✓ ✓	
Personal Qualities - • To be willing and able to work as part of a team • To have good communication skills • To be able to interact with customers and provide a good level of customer service	✓ ✓ ✓	
Additional Job Requirements - • To be available to work on a rota system, which will include early mornings, late finishes and some weekend work	✓	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.