

Job Description

Job Title:	Mess Steward - Cleaner	Position Type:	Fixed term – 6 Months
Department:	Cadet Training Centre	Level/Salary:	AI - £17,076:80
Responsible for:	Provision of Cleaning Services	Travel Required:	N/A
Reporting to:	QM Cadet Training Centre	Closing Date:	
Location:	National Cadet Training Centre, Frimley Park, Frimley Road, CAMBERLEY Surrey GU16 7HD		

Purpose of the Post:

The Cadet Training Centre, Frimley Park is the National Training Centre for the Combined Cadet Force and the Army Cadet Force. The majority of instruction is carried out for students from these organisations attending week long residential courses. Courses normally assemble mid Sunday afternoon and disperse PM Fridays. There are in addition 10-12 weekend conferences scheduled throughout the year.

The Mess Steward is directly responsible to the Head Steward for the provision of cleaning services for Mess Accommodation, Office and Classroom facilities including toilet and ablution room within this Centre. Disclosure and Barring Service (Enhanced) will be required.

Principal Responsibilities:

- As a team member of the Cleaning Staff you are to maintain your areas of responsibilities to a high level of cleanliness and hygiene.
- Daily you are carry out the cleaning of office rooms, corridors, toilets, rest rooms and classrooms within the following areas:
 - Main House
 - Headquarters and Training Block
 - Guard Room
- Daily you are to carry out the cleaning of students accommodation rooms, corridors toilets and ablutions.
- As and when course students depart you are to ensure soiled bed linen is removed and replaced with clean linen.
- You are to remove all waste from buildings to the waste or recycling areas.
- You are to report all breakages and defects within the your cleaning areas to the Head Steward.
- Ensure your personal hygiene, to include your uniform is maintained at the highest level cleanliness.



ACFA is a charity registered in England and Wales (No. 305962) and Scotland (SC039057)

Holderness House
51-61 Clifton Street
LONDON EC2A 4DW

- You are responsible for complying with Health and Safety legal requirements, within the boundaries of your work.
- Attend internal work related training courses and briefings as required.
- On a daily basis report to the Head Steward for briefing for any additional requirements.
- You are to provide effective cover for all other Steward duties as directed by your supervisory staff.

Conditioned Hours of Employment:

- Total 40 hours employment weekly to be worked as agreed with your line manager.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Knowledge of use basic cleaning materials. 	<ul style="list-style-type: none"> ▪ Good general education 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Experience in all forms of housekeeping and cleaning. 		Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ Able to complete physically all cleaning tasks. ▪ Effective interpersonal skills, in particular working within a small team. ▪ Ability to work on own initiative. 	<ul style="list-style-type: none"> ▪ Provision of recent history of employment 	Application form, interview, references



ACFA is a charity registered in England and Wales (No. 305962) and Scotland (SC039057)

Holderness House
51-61 Clifton Street
LONDON EC2A 4DW