

# Cleaner (Funeral)

## Job Description

East of  
England  
COOP

Funeral  
Services

### The purpose of your role in Our Co-op

As a Cleaner, you will play a vital role in maintaining high standards of cleanliness and hygiene across our facilities. You will be responsible for ensuring a safe, welcoming, and well-presented environment for clients and colleagues by carrying out routine cleaning tasks with care and efficiency.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

### The Team you are joining

For almost 100 years, local families have trusted East of England Co-op Funeral Services to provide care, reassurance and excellent service when our clients need us most. It all began back in 1925, when the Ipswich Co-operative Society opened our first funeral branch. Since then, our business has grown across Norfolk, Suffolk & Essex enabling us to offer our professional services 24 hours a day, 7 days a week throughout East Anglia. Our trained & knowledgeable colleagues are passionate about supporting the individual needs of our clients throughout every step of the funeral process at such a difficult time. We are more than just a funeral director; we pride ourselves on supporting the communities we serve and adapting in what is an ever-changing industry.

### Things you need to know

Some roles within our co-op may require licence checks (e.g. DBS, drivers, other security checks) – please note that this role requires those checks.

You will be required to hold a valid UK driving licence to conduct this role.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

### The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused

### Your reporting lines

#### Location

Funeral Hub/Branch

#### Department

Funeral

#### Reports to

Ops Manager



# Cleaner (Funeral)

## Job Description



### What you will be working on at Our Co-op

#### 1. General Cleaning Duties

- Carry out routine cleaning tasks, including dusting, sweeping, vacuuming, mopping, and sanitising surfaces across all designated areas, such as service areas, offices, communal spaces, kitchens, and toilets.

#### 2. Restocking and Waste Management

- Ensure cleaning supplies and toiletries (e.g. hand soap, toilet paper, and paper towels) are replenished as needed and dispose of waste efficiently, including emptying bins and managing recycling.

#### 3. Laundry and Equipment Care

- Wash and maintain cleaning cloths, mop heads, and other reusable materials, ensuring all equipment is clean and ready for use.

#### 4. Basic Maintenance and Hygiene Compliance

- Carry out minor maintenance tasks such as unclogging sinks or toilets where required, and follow health and safety regulations, including COSHH guidelines for handling cleaning products.

#### 5. Periodic Deep Cleaning

- Conduct scheduled deep cleaning, including disinfecting high-touch areas and ensuring high hygiene standards in all workspaces.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

---

### Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit [www.eastofengland.coop/careers/our-values](http://www.eastofengland.coop/careers/our-values)