

JOB OUTLINE	
JOB TITLE: Cleaner – Special Clean Team	JET CODE: 4030
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management	
REPORTING TO: Area Officer	
RESPONSIBLE FOR: None	
JOB PURPOSE: Responsible for the provision of an efficient and effective non-routine /specialist cleaning service within East Lothian Council/Partner premises / property.	
MAIN DUTIES: Provide a high standard of non-routine / specialist cleaning across east Lothian for example specialist house cleans following fire or flood or property maintenance, deep cleaning of kitchens etc in line with relevant Legislation e.g., Food Hygiene. Clean body spills using the approved body spillage kits provided by the unit as required to ensure a safe and clean environment for facility users. Identify, order and replenish cleaning and Janitorial stocks as required. Carry out cleaning tasks as required to the trained standard. Remove and dispose of all waste/rubbish using the appropriate receptacle (in line with ELC recycling and environmental policies & procedures) and present for collection by waste services on the due dates. Report defects/damages to the relevant person/department, record to ensure corrective actions takes place within a timely period as per procedures. Act as a signatory for deliveries of materials, equipment and supplies on behalf of ELC as required and deliver to appropriate location. Comply with training & procedures ensuring all relevant paperwork/documents are completed accurately and on time in accordance with statutory obligations and Council policies and procedures. Any other appropriate duties, as requested by Management, commensurate with the grade for the post.	

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A good general standard of Education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A good general standard of Education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	BICS Cleaning Qualification or equivalent. Health and Safety training.
Previous Experience (Paid & Voluntary Work)	Experience of basic cleaning duties (training will be provided in the use of equipment)	Working as part of a team Working using own initiative
Knowledge/ Skills /Competencies	Knowledge of cleaning equipment and cleaning methods. Effective verbal and written communication skills Effective organisation and time management skills.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to work within tight deadlines	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	