

JOB OUTLINE	
JOB TITLE: Mobile Cleaner	JET CODE: 7567
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management Services	
REPORTING TO: Area Officer	
RESPONSIBLE FOR: None	
JOB PURPOSE: Provide a high standard cleaning service working across East Lothian, in line with Health & Safety Legislation, Training and Procedures. This post requires the post holder to drive within East Lothian to clean facilities to meet stakeholder needs.	
MAIN DUTIES: • Drive to various locations as directed by the area officer / assistant area officer. • Carry out cleaning tasks as required to the trained standard in line with COSHH, this will include furniture, equipment, fittings, toilets, surfaces, hard flooring and carpeted surfaces. Including carpet shampooing as required. • Clean body spills using the approved body spillage kits provided by the unit as required to ensure a safe and clean environment. • Identify; order and replenish cleaning stock as required. • 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 cleaning materials, equipment and supplies on behalf of ELC as required and deliver to appropriate location. • Take responsibility for vehicle i.e. carry out daily checks of oil, water, tyres etc	

- Take care of personal health & safety and co-operate with management to enable compliance with the Council's health & safety guidelines and legislative requirements.
- Comply with all 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:

- Cleaning experience and knowledge of cleaning equipment
- A current driving licence is required

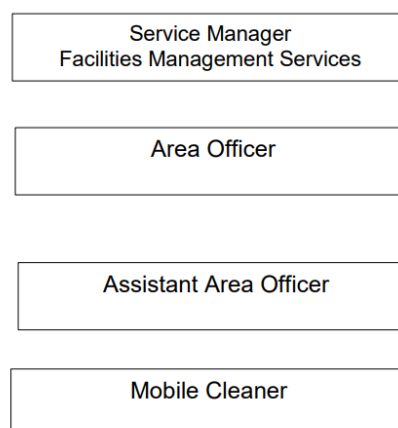
Disclosure Scotland:

- **Dependent on location** this role may require **PVG clearance** for regulated work with children and/or protected adults. 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.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Dependent on location this role may require PVG clearance for regulated work with children and/or protected adults. 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. A current driving licence is required	BICS Cleaning Qualification or equivalent cleaning course Health & Safety training
Previous Experience (Paid & Voluntary Work)	Experience of basic cleaning duties (training will be provided in the use of equipment)	Worked as part of a team Worked using own initiative
Knowledge/ Skills /Competencies	Knowledge of cleaning equipment and cleaning methods Effective verbal and written communication skills. Effective organisational 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 under pressure and meet 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	