The Highland Council

Job Description

Service:	Property & Housing	**Section:**	Property & Facilities Management
Job Title:	Cleaning Operative 2		
Location:			
Grade and Salary:	HC2 £13.80 to £13.95 per hour		
Responsible to:	Area Cleaning/FM Supervisor /Team Leader/ FM Officer		

Job Purpose: To clean designated accommodation to ensure they are left in a clean and hygienic condition to written standards and oral instructions.

Key Duties and Responsibilities:

- The cleaning of all surfaces, including walls and fixtures and fittings, within the designated area.
- The cleaning of all sanitary areas, toilets, showers and bathrooms (as appropriate) and daily replenishment of toilet disposables such as soap, paper towels and toilet rolls.
- The maintenance and deep cleaning of all hard and soft floors.
- The care and cleanliness of all equipment used in carrying out the above duties.
- To report any faulty equipment/machinery and potential hazards to your Cleaning Officer/Area Office immediately.
- The ordering and effective stock control of materials using the necessary documentation issued by your Local Office.
- Responsible for closure of all windows, doors and switching off of lights within your designated areas.
- Responsible for key holding, for the purposes of entering and leaving work areas and setting off alarms, including the confidentiality of codes to ensure that the premises are left safe, secure and, where appropriate lockfast. This does not mean the responding to a call out in the event of an emergency such as fire and police.
- In premises with no janitor/caretaker the successful applicant must be available for janitorial duties on a sporadic basis i.e. open/close for lets, special clean where extra payment will be given.
- The successful applicant is liable to be involved in strenuous activity e.g. operation of powered equipment, lifting & handing, climbing of stairs, etc

- To co-operate in the implementation of the Council's health and safety policy by:-
- Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or omissions at work. Co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force.

- Attend training as required for operational cleaning needs or compliance with legislation or Highland Council corporate requirements.

- Responsible for ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.

Other Duties:

- The post holder may be required to perform duties appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to the post may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it may be necessary to update this job specification from time-to-time.

Special Conditions: This post is subject to an enhanced disclosure check (PVG)

Date: July 2025

The Highland Council

Person Specification

Service: Property & Housing

Job Title: Cleaning Operative 2

Location:

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Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

- A basic level of Cleaning experience

2. **EDUCATION AND QUALIFICATIONS –**

- A basic standard of literacy and numeracy

3. **SKILLS/ATTRIBUTES GENERAL –**

- Ability to follow straightforward instructions

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

- Ability, after training, to operate various types of cleaning equipment
- Ability to perform duties effectively, sometimes with periods of significant physical effort, sometimes for lengthy periods, or in awkward positions.
- Ability to work alone with minimum inconvenience to the Service Customer
- Ability to work periodically in unpleasant conditions inside and outside • Ability to work with cleaning chemicals

5. **INTERPERSONAL AND SOCIAL SKILLS –**

- Ability to communicate effectively with others
- Ability to deal effectively with the Services' customers

Ideal Attributes

- Knowledge of Health & Safety within a working environment

- Experience of cleaning equipment, methods and practice