

Job Description

Cleaner

Job Purpose	
As a Cleaner, you will ensure cleaning is done according to the contract specifications and schedule. You will adhere to Health & Safety/C.O.S.H.H. regulations and maintain equipment/stock levels. You will also liaise with clients as needed.	
Responsibilities	
Ensuring cleaning is carried out as per the contract specification and work schedule	
Activity	- Adhering to all Health & Safety and C.O.S.H.H. regulations - Ensuring maintenance of equipment and stock levels - Implementing materials and equipment practices
Fulfilling other duties as required	
Activity	- Completing timesheets when necessary - Liaising with the client when required
Working alongside your team with no supervisory responsibility	
Working with your team with no budgetary responsibility	
This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be necessary by the Line Manager and/or Director to meet the needs and responsibility of the Service and the Council.	
Requirements	

Experience	Have previous experience within a cleaning environment	Essential
Knowledge	Be aware of the use of chemicals and prioritise Health and Safety at all times	Essential
Skill	Be able to use initiative when in the work place	Non Essential
Skill	Be able to understand and complete instruction when tasked	Essential
Skill	Be able to work alone and as part of a team	Essential
Skill	Be flexible to meet the needs and demands of a changing environment	Essential

Competency Behaviours	
Level:	1

Great Service

We are committed to delivering Public service and working effectively with Partners, Suppliers & Stakeholders to deliver Value for Money services to external & internal customers. We use feedback to resolve complaints and inform Service improvements and accessibility. We manage & deploy (shared) Resources to deliver services that are seamless and accessible from a single point.

Diversity

We maintain a positive culture of respect for all employees, customers, partners & stakeholders feel valued as individuals, can give their best and participate in Services. We embrace the values & benefits of a diverse living and working environment.

Change

We work constructively together and in collaboration with customers, staff, partners and stakeholders to prepare & equip ourselves for the future. We use recognised change models to plan & implement service changes and reflective Is to enable modernisation, continuous improvement, & problem solving.

Communication

We aim to use clear, unambiguous language that enables an accurate exchange of relevant, factual information and which is appropriate to the audience. It avoids misinformation which can lead to mistakes and undermine our trust in each other. Meaningful communication underpins all our activities, meetings, plans and customer interactions and enables us to be more effective in all aspects of work.

Working Together

We work constructively together, putting our customers & staff at the heart of what we do. We build an ethos of collaboration, mutual respect & knowledge sharing to enable productive discussions which are critical to achieving service improvement & change that delivers SBC Priorities & outcomes.

Performance

We understand the expectations of our individual & team roles. Employees feel engaged and enabled. We identify development needs and how they support delivery of SBC priorities, value commercial awareness, understanding the financial, budget and supplier impact on performance. We value and seek constructive feedback to inform performance improvements.



Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit. Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post. Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

Equality

Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Health and Safety Statement

All employees must take reasonable care for the health and safety of themselves, those they manage, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.