



Job Description

Department:	Estates and Sustainability
Post:	Cleaning Operative
Responsible To:	Cleaning Supervisor

Purpose of Job:

To undertake all cleaning tasks in accordance with procedures, instruction and health and safety requirements.

Major Tasks/ Job Activities:

- To carry out cleaning functions in accordance with schedules and working targets including toilets and other sanitary facilities.
- To maintain an effective and safe working environment.
- To ensure that all relevant documentation is completed accurately
- To ensure that all equipment is correctly utilised and maintained
- To maintain effective customer and working relationships
- Any other duties within reason arising and pertaining to the post.
- The list of duties is not exhaustive but serves merely as a guide

Responsible For:

None

Decisions Made in Course of Job:

Maintain appropriate levels of cleaning products

Be aware to measure out cleaning products correctly (Diluting ratios)

Report maintenance problems

Supervision Received:

The postholder will report directly to the Cleaning Supervisor during working hours.

Contacts:

Staff at the college

Educational/ Vocational Qualifications Required:

A good general education is required, and a willingness to undertake professional development i.e. B.I.C. Sc Health and Safety courses.

Experience Required:

Previous cleaning experience is required.

Complexity:

None

Creativity:

None

Special Conditions:

Hours as currently worked.