

JOB OUTLINE	
JOB TITLE: Cleaner	JET CODE: J401
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management	
REPORTING TO: Area Officer	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the provision of a high quality cleaning service within Council buildings.	
MAIN DUTIES: Cleaning all furniture, fixtures and fittings to the specified standard. Cleaning all sanitary fittings to the specified standard. Carry out floor maintenance procedures including dust control, suction cleaning, damp mopping, scrubbing, buffing and carpet shampooing. Remove rubbish and take to allocated point. Carry out safe systems of work including due regard for Health & Safety issues. Comply with Unit Training and Procedures. Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements. 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:

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.

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. 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.	BICS Cleaning Qualification or equivalent. Health and Safety training.
Previous Experience (Paid & Voluntary Work)	Experience of basic cleaning duties.	
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	
--	------------------	--