

## FALKIRK COUNCIL



### Job Profile

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cleaner                                                                                                                                                                                                                                                                   |
| <b>Reporting to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Chargehand Cleaner or Area Cleaning Officer                                                                                                                                                                                                                               |
| <b>Responsible for Line Management of:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                                                       |
| <b>Your Job is to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | You will carry out, individually or as part of a team, cleaning duties (including floors, stairs, walls, building attributes and inventory items) within designated offices, schools or other Council premises, ensuring they are kept in a clean and hygienic condition. |
| <b>Grade:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | A                                                                                                                                                                                                                                                                         |
| <b>What you will do :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                           |
| <b>Job Specific Tasks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"><li>1. Cleaning of designated areas, including sanitary areas and associated facilities, using approved cleaning materials and agents where appropriate</li><li>2. Damp wipe and dust designated areas using approved cleaning agents, and empty bins</li><li>3. Use of necessary powered equipment for example vacuum cleaner, floor buffer</li><li>4. Ensure equipment, materials and cleaning agents are clean and stored safely after use</li><li>5. Comply with COSHH regulations</li><li>6. Take reasonable care for own health and safety in line with Health &amp; Safety procedures and risk assessments</li><li>7. Support the team by informing your Chargehand when cleaning stocks are low</li><li>8. Support the Service by reporting any maintenance issues to Chargehand Cleaner</li><li>9. Support the consistent delivery of the service by reporting any maintenance problems to your Chargehand</li></ol> |                                                                                                                                                                                                                                                                           |
| <b>Job Demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"><li>1. You will be based in a School/ELC Centre with travel between locations.</li><li>2. You will be required to plan and organise your own workload.</li><li>3. You will be required to work to deadlines.</li><li>4. You will be expected to communicate well with colleagues and others.</li><li>5. You will provide a front-line service to council customers.</li><li>6. You will have key holding responsibility.</li><li>7. You will be responsible for overseeing the maintenance, cleaning and repair of Council buildings.</li></ol>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                           |

8. You will be responsible for moderately expensive equipment.
9. You will be required to work early mornings and/or evenings.

## Person Profile

| Essential Education & Professional Qualifications & Memberships                                                                                                                | Ideally you will have                                                                                                                                 | How we assess this                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> <li>Basic numeracy and literacy</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>British Institute of Cleaning Science Certification</li> </ul>                                                 | Application Form<br>Qualification |
| Essential Skills, Knowledge & Experience                                                                                                                                       | Ideally you will have                                                                                                                                 | How we assess this                |
| <ul style="list-style-type: none"> <li>Relevant experience is required.</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>Experience in current Health and Safety regulations and procedures.</li> <li>Gaelic language skills</li> </ul> | Application Form<br>Interview     |
| Falkirk Council Values & Behaviours                                                                                                                                            |                                                                                                                                                       | How we assess this                |
| <ul style="list-style-type: none"> <li>Demonstrates behaviours which are consistent with Falkirk Council Values (<b>Responsive, Innovative, Trusted, Ambitious</b>)</li> </ul> |                                                                                                                                                       |                                   |