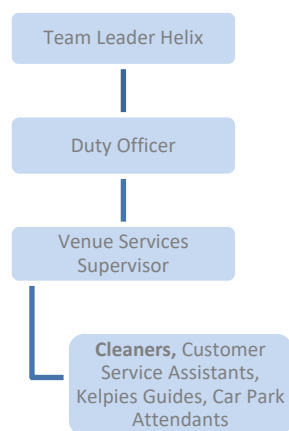


	Job Description
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Section A: Job Definition

Job Title: Cleaner
Section: The Helix
Grade: A

Section B: Organisational Relationship



Section C: Job purpose

Undertake, individually or as part of a team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition.

Section D: Key responsibilities

- Clean, wash, sweep and vacuum designated areas which will include toilet and associated facilities using, where appropriate, all approved cleaning materials.
- Emptying of litter bins.
- Polish and dust designated area using approved cleaning agents.
- Operate where necessary all powered cleaning equipment.
- Act as a key holder for entering the building to allow the above duties to be carried out.
- To take reasonable care for their own health and safety. To ensure that the Service's responsibilities in relation to Health and Safety are achieved by implementing, promoting and monitoring safe working practices and ensuring compliance with safety regulations and the Corporate and Service Health and Safety Policy.

Section E: Accountability

- Ensure that all equipment is left clean after use.
- Comply with C.O.S.H.H. regulations.
- Wear protective clothing where necessary.
- Ensure proper dilution of chemicals.
- Be fully aware of Health and Safety and Risk Assessments.

Section F: Knowledge, Skills and Experience

Essential

- Must be able to work as part of a team
- Must be able to communicate with customers if required
- Ability to provide a regular and effective service
- Ability to work on own initiative (within defined parameters)

Desirable

- Previous cleaning experience.
- Health & Safety knowledge

Section G: Demands

- Be able to work with minimum supervision.
- Report maintenance problems to Venue Supervisor.
- Ensure sufficient cleaning stocks are held for the following day.
- Will be working when public have access to the facilities.

Section H: Communications and contacts

Internal

- Regular contact with the Visitor Services Supervisor
- Regular contact with members of the Helix team

External

- Members of the Public

Section I: Environment

- Must be able to work as part of a team
- Must be able to cope with sickness and customer mess left in toilets.

Approved by:

Approval date:

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