

FALKIRK COUNCIL



Job Profile

Job Title:	Chargehand Cleaner
Reporting to:	Area Cleaning Officer
Responsible for Line Management of:	Cleaners
Your Job is to:	You will be responsible for some supervisory and administrative duties as well as the cleaning of designated areas to ensure that they are kept clean and hygienic. You will be motivated and enthusiastic in leading a team
Grade:	B
What you will do :	
Job Specific Tasks 1. Cleaning, washing, sweeping and vacuum, (which may include toilet and shower areas) using approved cleaning materials, emptying of litter bins 2. Operate where appropriate, all powered cleaning equipment 3. Be responsible for maintaining the stock of approved cleaning materials 4. Support delivery of service through reporting faulty equipment 5. Completing any administrative processes required for the post such as completion of timesheets, inventories and safety checks 6. Assisting with the induction and on the job training of new and casual staff as required 7. To be responsible for the day to day supervision of cleaners, maintain good working relationships, team working and cleaning quality standards in accordance with agreed procedures 8. Ensuring that the premises and furnishings are cleaned in accordance with agreed procedures, standards, methods and health and safety instructions, by undertaking cleaning and by supervising the cleaning staff 9. Comply with C.O.S.H.H regulations 10. Be fully aware of Health & Safety and Risk Assessments	
Job Demands 1. You will be based in a School/ELC Centre with travel between locations. 2. You will be required to plan and organise your own workload and that of others. 3. You will be required to work to deadlines. 4. You will delegate and allocate work to others.	

5. You will be expected to communicate well with colleagues and others.
6. You will provide a front-line service to council customers.
7. You will be responsible for stock control within your designated area.
8. You will have key holding responsibility.
9. You will be responsible for moderately expensive equipment.
10. 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
Basic numeracy and literacy	British Institute of Cleaning Science Certification	Application Form Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
- Relevant experience is required. - Experience in moving and handling. - Experience working as part of a team. - Experience of COSHH regulations. - Health and safety training	- Attention to detail - Previous supervisory experience. - Experience in current Health and Safety regulations and procedures. - Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview