

1. JOB IDENTIFICATION

Post Title: Cleaner

Accountable to: Estates Manager

Responsible to: Cleaning Supervisor

Salary: £26,357 per annum pro rata

Main Base: Cumbernauld Campus

2. PRINCIPAL JOB PURPOSE

To undertake, as part of a team, the cleaning of designated areas within the College to ensure that they are kept in a clean and hygienic condition.

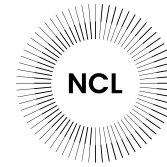
3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1.** To undertake as directed, cleaning, washing, sweeping, vacuum cleaning duties using equipment provided
- 3.2.** Scrubbing and buffing with machine
- 3.3.** To undertake the emptying of litter bins
- 3.4.** To polish and dust designated areas as directed by line management
- 3.5.** To ensure that Health & Safety requirements are met in line with policy and procedures
- 3.6.** To report faulty equipment and plant to line management;
- 3.7.** To dress in accordance with the corporate image of the College
- 3.8.** To use personal protective equipment as required
- 3.9.** To be committed to Continuous Professional Development activities as required
- 3.10.** To undertake any other related duties as designated by line management.

4. ADDITIONAL RESPONSIBILITIES

The postholder will be required to follow all College policies and procedures at all times and take account of College guidance. The post holder will deputise for the Cleaning Supervisor where necessary.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.



5. WORKING ENVIRONMENT

Physical

- This post requires a significant amount of physical activity, which may include lifting and carrying.
- Frequently required to use appropriate Personal Protective Equipment and operate relevant machinery.
- The post may involve periods of evening working.

Mental

- Frequent interruptions to work, which require work priorities to be reviewed

Emotional

- Dealing with periods of high workload.

6. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.



PERSONAL SPECIFICATION

Cleaner

Education and Training

- *British Institute of Cleaning Science Certificate B.I.C.S (desirable)*

Knowledge and Experience

Candidates will demonstrate knowledge in the following areas:

- Working within an Industrial/commercial cleaning environment
- *A team approach to work (desirable)*

Skills

- Ability to work flexibly within a team
- Effective customer care skills
- Adaptable and tactful in approach
- Commitment to operating to high quality standards