Aberdeenshire COUNCIL **Job Profile**

November 2022

1. JOB IDENTITY

Post Title:	Cleaner	**Service:**	Education and Children's Services
Section:	Cluster Support and Development	**Grade:**	Technical Operative B
Reports to:	Cluster Cleaning Supervisor		

2. JOB PURPOSE

- Carry out cleaning duties in Aberdeenshire Council Education and Children's Services premises

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Cleaning all furniture, fixtures, fittings and sanitary fittings to the specified standard.
- Use equipment, machinery and cleaning materials effectively, efficiently and in accordance with safe working practices to carry out duties, such as, dust control, suction cleaning, damp mopping, scrubbing, buffing and carpet shampooing.
- Remove waste and take to allocated point.
- Ensure activities are carried out in accordance with Council policy and procedures.
- Comply with Service Training and Procedures.
- Maintain good working relationships and deal with any minor queries or complaints, and relay any significant issues to Line Manager.
- Report stock shortages and replenish resources as required.
- Ensuring data protection is adhered to and any sensitive information is not shared.
- Participate in staff training programmes and to carry out all duties in a responsible manner with due regard to Health and Safety.
- Responsible for opening / locking / securing rooms or buildings as and when required

4. QUALIFICATIONS AND TRAINING

Desirable:
- Standard Grades or equivalent transferable experience and skills

5. EXPERIENCE

Essential:

- Ability to communicate in a clear and courteous manner, provide customer service to a high standard and establish good working relationships with clients, visitors, staff and contractors.

Desirable:

- Cleaning experience
- Experience in the use of mechanical equipment

6. KNOWLEDGE AND SKILLS

Essential:

- Good communication skills.
- Self-motivated, with the ability to work unsupervised but also as part of a wider team
- Prioritise workload, deliver results against agreed timescales and achieve deadlines
- Customer-focussed with organisational skills with the ability to work to tight and often conflicting deadlines

Desirable:

- Knowledge of cleaning equipment and cleaning methods.
- Awareness of health and safety issues
- Ability to travel within Aberdeenshire

7. ADDITIONAL REQUIREMENTS

Politically Restricted	Not applicable to this post

AGREED