Cleaner

Location as per advert

At a glance:

Grade: A
Salary: As per advert

Allowances:

- Distant Islands Allowance
- Unsocial Hours Allowance 10%

Job Purpose:

Providing front line building cleaning activities to buildings owned by Orkney Islands Council in accordance with set procedures and instructions.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Undertake, individually or as part of a team, the cleaning of designated areas, which may include toilets and shower areas, within premises to ensure that they are kept in a clean and hygienic condition. Powered equipment may be used where necessary.
Cleaning
Washing
Sweeping
Vacuum cleaning
Emptying of litter bins
Polishing
Keyholder duties

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council’s emergency response

Skills and Requirements

Must have

Experience of cleaning duties either at home or in a commercial environment

Knowledge and use of basic cleaning equipment such as manual equipment and vacuum cleaners

Requirements of the Role

Disclosure/PVG:	N/A	Convictions to Declare:	N/A
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No