Job Description and Employee Specification Cleaner

Enterprise & Communities

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Service:	Enterprise & Communities
Division:	Facility Support Services
Job Title:	Cleaner
Responsible to:	Assistant Area Manager/Cleaner Supervisor
Grade	NLC 1
Conditions of Service	SJC
Date of last review:	

Job Outline

Undertake individually or as part of a team, the cleaning of community facility / library buildings, including offices, rooms and halls and any other associated accommodation to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities

1. Building cleaning, including sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of offices, and toilets and associated facilities.

2. The operation of powered cleaning equipment, including vacuum cleaners, buffing machines and other specialised equipment for which training will be given.

3. The tasks required to complete the cleaning operation to an acceptable standard requires the use of approved cleaning materials. Training will be given to ensure an understanding of and compliance with COSHH Regulations.

4. A work allocation schedule for each cleaning 'beat' within a building normally determines the areas to be cleaned and task frequency in offices and associated accommodation including reception/waiting areas, communal areas, stairways, lifts, toilets, portacabins, etc.

5. Office cleaning includes cleaning of "fixture and fittings", cabinets, internal glass, telephones, building ledges, skirtings, switches and sockets, furniture ledges etc.

6. Keys may be held by the cleaner to enable entry and exit to and from the building to be cleaned. Setting and re-setting of an alarm system may be required.

7. Areas and tasks outwith the cleaners normal 'beat' may be required to be cleaned under direction of the Assistant Area Manager. This redirection may be required both during the normal cleaning time or outwith the normal cleaning time. Similarly the cleaner may be redirected to carry out the cleaning duties in another building.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			

• None required • Industry Cleaning Qualifications	X	X	On Site Training will be provided
WORK EXPERIENCE • Previous experience in commercial cleaning and in powered cleaning equipment		X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY • Communication Skills • Good customer care skills • Ability to work on own initiative • Ability to work as part of a team • Understanding of COSHH Regulations • Knowledge of health and safety	X X X X	X X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES • Self-motivated • Flexible approach to work practices Self-motivated	X X		Interview
OTHER • Ability to work additional hours as required	X X		Interview