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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Cleaner | | | | | **POST NUMBER:** | | |
| **REPORTS TO:** | | | | | Working Supervisor | | |
| **DEPARTMENT:** Facilities Management | | | | | GRADE: 2 | | |
| **JE REF:** | | | 44 A00052/53/54/55 | | PANEL DATE: | 04/19 | |
| **1.** | **MAIN PURPOSE OF JOB**  To provide a high quality cleaning and Waste/Recycling service that is responsive to the needs of the facility, resulting in a clean and healthy environment for staff and visitors in the council buildings. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i. | To work as part of the cleaning team, supporting and assisting colleagues where appropriate. | | | | | |
|  | ii. | To empty waste and recycle bins from designated areas and remove to the waste/recycling areas. Follow waste and recycling policies and procdures. | | | | | |
|  | iii. | To vacuum all carpeted floor surfaces, sweep, mop and burnish vinyl floor surfaces and polished wooden floor surfaces in designated areas. | | | | | |
|  | iv. | To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels and clean mirrors, door handles and hand dryers in the designated area using the correct cleaning methodolgy | | | | | |
|  | v. | To clean all hub/staff kitchen areas, wipe down all surfaces and replenish consumable items. | | | | | |
|  | vi. | To wipe down/sanitise desks, dust or polish all furniture (tables, chairs, cupboards and lockers) located in the designated area. | | | | | |
|  | vii. | To clean all other areas of the office/building as required as part of daily work schedule or as instructed by the supervisor. | | | | | |
|  | viii. | Some external cleaning to ensure that the customer entrance is kept clean and litter free. Routine empyting of exterenal cigarrete bins. | | | | | |
|  | ix. | To carry out periodic cleaning tasks, which includes telephone and keyboard sanitising, high level dusting, wall washing, removing chewing gum from under desks cleaning the inside surfaces of all windows, cleaning behind radiators, cleaning removed curtains and blinds, dusting picture frames and other similar duties. | | | | | |
|  | x. | To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface). | | | | | |
|  | xi. | To periodically carry out special cleaning routines following major decoration or building works. | | | | | |
|  | xii. | To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Direct: 0  Indirect: 0 | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * **Internal**   The post holder will have frequent routine contact with their Supervisor and co-workers relating to the allocation of tasks.   * **External**   None identified | | | | | | |
| **6.** | **DECISIONS** Discretion The work is routine and covered by policies and procedures and advice is readily available from the Supervisor. Consequences If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  Description  Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick up machine and must notidy supervisor/manager of issues with any of the above. | | | | | | |
| **8.** | **WORK ENVIRONMENT** Work demands The work involves routine cleaning tasks which may be interchanged within a set programme of work to accommodate the needs of the users of the building eg altering the sequence of cleaning of a room where a room is being used for an evening meeting. Physical demands Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines. Working conditions The work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions. Some external cleaning is also required. Work context Work involves minimal risk to personal safety. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  The post holder requires a basic knowledge of the safe use of chemicals and equipment which can be gained from an initial induction and on the job training.  Effective in communication and the understanding of team working.  To be trained or be trained to BICSc Standards | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Cleaning Supervisor  Other jobs at this level:  THIS JOB  Jobs reporting up to this one:  None | | | | | | |