

Job Description

**Department:** Estate & Facilities Management

**Location:** Eastbourne

**Job Title:** Cleaner

**Post Number:** ES8312

**Grade:** 1

**Responsible to:** Overall responsibility is held by the Site Manager; however this may be delegated through the Premises Officer and Security Caretakers where appropriate

**Main Areas of**

**Responsibility:**

1. To clean and care for specific areas of the site on a daily basis as directed by line management and to assist in cleaning areas identified as part of periodic cleaning programmes.
2. To ensure the security of equipment issued for daily use and buildings and rooms accessed utilising alarms and access control systems, where appropriate.
3. To be aware of and adhere to safe working practices.
4. To provide assistance to caretakers, when required.

**Specific Duties.**

1. **To clean and care for specific areas of the site on a daily basis as directed by line management, and to assist in cleaning areas identified as part of periodic cleaning programmes.**
   1. To polish furniture, fittings and glass, to vacuum carpeted areas and to clean other floor areas, as directed.
   2. To clean areas (in any part of the site) according to agreed service level agreements to include classrooms, corridors, offices, toilets, changing rooms etc.
   3. To ensure communal areas such as stairs, corridors and the outside grounds are kept clean and litter free.
   4. To empty and clean rubbish bins on site, as directed.
   5. To assist with periodic cleaning programmes which may include the cleaning of halls, gymnasia etc. Activities may include floor preparation, polishing and cleaning high elevations.
   6. To clean in more physically demanding areas when required and undertake tasks more akin to an industrial environment.
2. **To ensure the security of equipment issued for daily use and buildings and rooms accessed utilising alarms and access control system, where appropriate.**
   1. To keep all cleaning equipment, chemicals and consumables secure at all times
   2. To ensure that all secure areas are correctly secured, if required, after their duties have been performed.
   3. To be responsible for any keys required to carry their duties, returning them promptly after use.
   4. To be familiar with and able to operate any alarm or access control system within their areas of responsibility, if required.
3. **To be aware of and adhere to safe working practices.**
   1. To ensure that all equipment is in good working order and report any defects to the Premises Officer, promptly.
   2. To work in a safe manner, being aware of the affect of their actions, minimising any risks, using cordons and signage etc.
   3. To ensure that all defects/hazards are brought to the attention of the appropriate individuals.
   4. To be familiar with COSHH regulations, manual handling, personal protective equipment and general health and safety issues that affect their work.
   5. To attend any appropriate training or refresher sessions, as required.
4. **To provide assistance to caretakers, when required.**
   1. To assist in the clearing or setting up of areas or in the movement of furniture.
   2. To assist in emergency or operational procedures that take precedence over cleaning, for example allowing safe access into buildings by clearing snow in severe weather.
   3. To assist in the stewarding or servicing of events, for example open days, conferences etc.

**Selection criteria:** The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and the evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

**Essential:**

* **Knowledge/qualifications:** proven commitment to high standards of work whilst working quickly and efficiently, possessing some awareness in relation to current health and safety legislation. In particular COSHH, Manual Handling and PPE
* **Technical Skills:** adept at the use of all types of cleaning equipment.
* **Communication:** understands the information needs of others. Is able to communicate information in an understandable way, as suitable to the situation.
* **Sensitivity:** listens well and understands the needs of others.
* **Self Motivation:** meets objectives and standards on own initiative, including less satisfying tasks and is committed to continuous self-development, reliable honest, industrious approach to work.
* **Organisation:** works systematically, uses time effectively, meets priorities and deadlines with a minimum of supervision.
* **Teamwork and flexibility:** adaptable, receptive to change, knows own strengths and weaknesses, co-operative, happy to vary tasks and/or shifts if necessary.
* **Physical ability:** the ability to lift heavy objects on a regular basis

**Desirable:**

* Previous experience gained in an environment which encouraged high standards of cleaning.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or levels of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

TB / SD June 2012