

JOB DESCRIPTION

Post Details

Job Title:	Cleaner	Pay:	£7.02 per hour
Department:	Housekeeping	Base :	Assembly Hall
Hours :	10 hours per week (.27 FTE)	Annual Leave (excluding bank holidays)	20 days (pro rata)
May include occasional work at weekends			
Probation period : 6 months			
Notice period : 2 weeks			
Usual working hours will be two hours between 1pm and 5pm Monday to Friday (depending on room bookings)			
Additional weekday and weekend work may be available on a paid overtime or time in lieu basis.			

Job Purpose

To provide an efficient and effective daily building cleaning service for Bolsover Assembly Hall Community Centre and other designated establishments contributing to the provision of a clean, safe, secure and hygienic environment for service users.

The post holder will be expected to be able to clean to a high standard, be reliable and work with a minimum of supervision.

Reporting Relationships

Accountable to:	Town Clerk
Responsible for:	None

Duties and Responsibilities – Job Specific

- Cleaning all areas, including meeting rooms, offices, toilets and kitchens and ensuring they are maintained to a high standard.
- General daily cleaning tasks which include emptying waste bins, mopping, sweeping floors, vacuuming, polishing, dusting, window cleaning (within reach), cleaning kitchens, toilets and washrooms and general up keep of the Centre.
- Ensuring washrooms are stocked with appropriate consumable items.
- Cleaning after emergency situations (e.g. floods) and cleaning bodily fluid spillages
- Using electrical equipment where required and includes suction cleaning machines and floor maintenance machinery.
- Maintaining outside areas including clearing litter and weeds.
- Making safe any hazards, ensuring areas are cordoned off if required.

Moving furniture and equipment as required
Ensuring the centre has adequate supplies of cleaning materials by communicating to the Clerk
Accurate completion of timesheets
To report any day-to-day defects or maintenance issues such as minor repairs, changing light bulbs etc. to the Clerk
To lock or unlock building securely.
Effective communication with the Town Clerk and other colleagues where appropriate.
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Additional duties appropriate to the function and nature of the post.

Duties and Responsibilities – General
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

Disclosure & Barring Service check
Not applicable

Date Produced/Last Amendment
Produced March 2015

Employee Signature
<p>..... Date:</p>

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

PERSON SPECIFICATION

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Department:	Housekeeping		

Education / Qualifications / Knowledge	Essential/Desirable	Measurements
Basic standard of education.	E	All will be evidenced by application form and interview
Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner	E	
NVQ I or II in Cleaning or willingness to acquire in post	D	

Specialist Knowledge	Essential/Desirable	Measurements
Experience of using cleaning materials and equipment	E	All will be evidenced by application form and interview
Awareness of safe working practices	E	
Ability to understand different methods of cleaning.	D	
Safe use of cleaning equipment including vacuum cleaners and floor cleaners.	E	
Safe use of Cleaning chemicals	E	
Good personal hygiene practice.	E	
Familiar with building security i.e.locking and unlocking and alarm systems	D	

Experience	Essential/Desirable	Measurements
Performing cleaning tasks using a variety of methods and equipment	E	application form and interview

Key Skills	Essential/Desirable	Measurements
Being observant and thorough	E	Application Form Interview

Being physically capable	E	Application Form Interview
Good work ethic and time management skills	E	Application Form Interview
The ability to demonstrate strong customer focus and a commitment to service improvements	E	Application Form Interview
Willingness to undertake relevant instruction and training	E	Application Form Interview

Role Specific	Essential/Desirable	Measurements
Reliability and good time-keeping	E	Interview
Flexible and willing to work outside normal working hours on occasion to meet the needs of the Centre	E	Interview
'Can-do' attitude and willingness to learn	E	Interview
Take pride in a job well done	E	Interview
Friendly, polite and helpful to centre users.	E	Interview
Self-motivated and able to act on own initiative	E	Interview
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	E	Interview
Ability to work with minimal supervision	E	Interview

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