**Job Description :** Customer and Corporate Services

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation’s values and deliver our corporate objectives.

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| **Job Description** | |
| **Job title:** | **Cleaner** |
| **Service:** | Customer and Corporate Services |
| **Team:** | Facilities |
| **Location:** | The Burys, Godalming, Surrey, GU7 1HR |
| **Reporting to:** | Office Cleaning Supervisor |
| **Responsible for:** | Office Cleaning |
| **Our Organisational Values** | |
| **Openness** | In Waverley we value **openness and honesty** where **communication** is **clear and constructive** and actions are **transparent**. |
| **Excellence** | In Waverley we value **excellence**, working in a **consistent**  and **professional** way to achieve the highest standards possible, taking the time to recognise and **celebrate success**. |
| **Fairness** | In Waverley we value **fairness and respect**, working with **integrity** to ensure that everyone is treated well and has **equal access** to the **opportunities** available. |
| **Team Work** | In Waverley we value **team work and collaboration**, with **approachable** staff **actively contributing** to our shared corporate goals. |
| **Principal purpose of the role** | |
| * To clean the area's to the standard agreed in the cleaning specification | |
| **Main duties and accountabilities** | |
| * **Cleaner** * To clean as directed by the specification and cleaning programme – Area’s that have been agreed with the Supervisor at times to suit all parties. . * To ensure that any equipment or materials used are safe to use and used in the proper manner as instructed * To ensure standards and procedures are adhered to. | |

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| **Dimensions of the role** |
| * To clean as directed by the Cleaning Supervisor in conjunction with the cleaning specification |
| **Areas of Accountability/Problem Solving – Decision Making / Scope for Impact** |
| * Whilst you are expected to use your common-sense, you are able to raise any problems / queries with the cleaning supervisor |
| **Planning/Organising/Controlling** |
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| **Customers and Contacts** |
| **Internal**   * N/A   **External**   * N/A |
| **Service/Team Structure** |
| Head of Customer and Corporate Services  Facilities Manager  Restaurant Evening Security  Facilities Officers Supervisor Cleaning supervisor and reception  Cleaners |

**PERSON SPECIFICATION**

**Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.**

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|  | **Person Specification** | | |  |
|  | **Essential**  **CRITERIA** | **How Assessed** | **Desirable**  **CRITERIA** | **How Assessed** |
| **Qualifications/ Education / Training / Experience** |  |  |  |  |
| **Knowledge**  **/Technical Skills** |  |  | Previous experience in similar role | A,I |
| **Communication** |  |  |  |  |
| **Customer Service** |  |  |  |  |
| **Team Working** | Ability to work as part of a team |  |  | A,I |
| **Managing self and others** | Ability to work unsupervised |  |  | A,I |
| **Can do approach / Achieving**  **RESULTS** | Flexible and willing to follow instructions |  |  | A,I |
| **Special Requirements** | The ability to undertake manual handling tasks |  |  | A,I |

**How assessed**

A = Application CV/Personal Statement

C = Certificates/professional Registration

D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

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| For Official Use only | | | |
| **Job title:** | Morning Cleaner | **Post no:** | MA05 |
| **Service:** | Customer and Corporate Services | **JE score:** | 56 |
| **Team:** | Facilities | **Pay band:** | 12 |
| **Location:** | The Burys Godalming, Surrey GU7 1HR | **Position type:**  (if part time, working pattern) | Part time  15 Hours/ Five day week Monday to Friday 17:00pm – 20:00pm |
| **Competencies: (level 1 – 4)** | Communication: | **1** |  |
| Customer Service: | **1** |
| Team Working: | **1** |
| Managing Self and Others: | **1** |
| Can do approach/Results | **1** |
| **Reviewed By:** | ***David Allum*** | **Date:** | 18/12/15 |
| **Checked in:** | Employee Services | **Date:** | 22/12/15 |
| **Last Updated:** | Add date | **Date:** |  |