

Lancaster City Council - Job Description & Person Specification

Job Title:	Building Cleaner	Grade:	GGS5	Job Code:	LCC273
Service/Team:	Sustainable Growth / Markets/ Building Cleaning Team	Role Type: *Delete as appropriate	FIXED	Reports to: *Title & LCC Code	Market Supervisor
Line Manages: *Title/s & LCC Code	n/a				

Job Overview
Cleaning of designated areas within the council.
Direct Responsibilities
- Carry out changing workload each day as required. - Sanitise all touch points and communal areas daily. - Empty waste bins and take all rubbish to the designated disposal point. - Clean all furniture and fittings including ledges, pipe work and radiators. - Clean all sanitary fittings including WC's, urinals, wash hand basins, sinks, showers, mirrors etc. - Vacuum all carpet areas including dust control mats. - Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris. - Damp mop all hard floors suitable for this task removing marks where possible. - Spray/polish burnish all hard floors suitable for this task. - Machine scrub/dry hard floor areas as designated. - Periodic tasks include wall washing, blinds, cleaning light shades, diffusers and re applying polish to hard floors. - Clean internal windows and internal glazed areas. - To be responsible for stocks of materials – keeping records, issuing and reordering in an efficient and accountable manner. - To fill out weekly timesheets and complete/keep records/paperwork necessary for the post. - Ensure security of buildings i.e. check windows and doors are closed/locked and where necessary unset and reset alarm systems. - Report any faults to electrical cleaning equipment, do not use until fault is repaired. - Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual handling etc. - Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated. - Ensure all PPE issued is worn at all times, including tabards/ t-shirts and rubber gloves. - Display warning floor signs when cleaning floors. - Be required to work as part of a team or alone, cleaning various buildings, where necessary throughout your working hours. - Be required to work during the day, morning, evening, weekend and bank holidays where required. - Provide excellent customer service at all times.
Primary Measurable Objectives
- Look for opportunities to improve processes that lead to reduced costs, time and increased accuracy at work. - Collaborate with individual team members to establish a path to get yours and other's tasks done more efficiently.

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Staff Management Responsibilities
N/A

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Have basic reading and writing skills in English. General Education – no formal qualifications are required. Able to work on own initiative.	Health and safety awareness in COSHH	App Form, Interview,
Experience		An Experience in Cleaning is desirable, but full training will be given.	App Form, Interview
Job Related Skills, Knowledge & Abilities	Good customer care skills.		App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Able to communicate clearly and courteously. Able to undertake practical cleaning duties.	Be able to work as part of a team.	App Form, Interview
Special Requirements/Other	None		App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.