

JOB DESCRIPTION

Job Details

Job Title: **CLEANER**

Post Number: POST000087

Directorate: Environmental and Community Services

Section: Facilities

Post Grade: Tier: 5, Grade: A

Responsible to the Team Leader (Cleaning)

Responsible for N/A

Job Purpose

- Keep all Council buildings clean and tidy in line with health and safety requirements.
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Main Responsibilities

- Maintain the cleanliness of offices and toilets for safe use by Members, Officers and the public.
- To ensure that all cleaning chemicals and specialised cleaning equipment is used in accordance with the manufacturer's specification and direction, taking due care of specific health and safety requirements pertaining to the Health & Safety at Work Act.
- To assist other members of the team with the cleaning of large areas, including the use of industrial cleaning machines and equipment.
- To report immediately to the line manager any defects in facilities or equipment identified that may be or cause a potential hazard to fellow employees, contractors or members of the public.
- Keep records of low cleaning stock levels and faults to equipment so that replacements can be ordered.

Decision making

Financial Responsibilities

Key Contacts / Relationships

STANDARD CLAUSES

Health and Safety

You will 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 and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will 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.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Civic and Member Support Officer

Date: June 2010

Version: 1.1 – July 2023. Amended to take into account change of Directorate and change of post number.

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: CLEANER

Post Number: POST000087

EXPERIENCE

Desirable Criteria

- Experience in cleaning in a commercial or industrial cleaning environment. A,I

QUALIFICATIONS

SKILLS & KNOWLEDGE

Essential Criteria

- Must be able to follow instructions both written and oral and work on own initiative. A,I
- Must be able to ensure a short time span of intense physical effort when moving/lifting heavy equipment and longer periods of time when cleaning facilities using either machinery or manual effort. A,I

OTHER REQUIREMENTS

Essential Criteria

- Willingness to attend and benefit from training relevant to this post. A,I
 - Positive attitude to the provision of high quality services to all sections of the Council. A,I
 - Must be able to work as part of a team. A,I
 - Good communication skills. A,I
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ASSESSMENT KEY:

A Application

I Interview

T Test

D Documentation

Version: 1.0 – 1 April 2013