



Job description			
Job title	Multi-Skilled Operative/ Building Cleaner		
Grade	B		
Directorate	Communities & Neighbourhoods		
Service/team	Commercial Services		
Accountable to	Contract Manager		
Responsible for	Building Cleaning Services		
JE Reference		Date Reviewed	

Purpose of the Job

You will be responsible for contributing towards the effective, efficient and professional delivery of the Building Cleaning service.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Service Provision

- 1) Providing cleaning support, ensuring that all establishments are kept in a clean, presentable and hygienic condition.
- 2) Completing various cleaning tasks, such as vacuuming, buffing, cleaning, polishing and mopping surfaces.
- 3) Dealing with spillages in a safe, hygienic manner.
- 4) Carrying out periodic litter-picking.
- 5) Brushing, sweeping and removing debris.
- 6) Using the correct cleaning equipment in a safe and compliant manner.
- 7) Ensuring that all tasks are completed in a timely manner and delivered to the required standard.
- 8) Disposing of waste correctly and safely.



Working Pattern:

Building cleaning services are provided before 9pm and after 3pm. Shifts are for the duration of 2 hours. You will be required to work both the morning and evening shift during weekdays. Times are subject to change depending on the location of work.

There is a requirement for the post-holder to have a flexible attitude towards transferring at short notice to provide cover at any establishment within a reasonable geographical distance.

Staff Development:

You will be required to participate in mandatory training and development exercises within a reasonable timeframe of commencing employment.

Management Information and Administration:

You will complete and submit all relevant documentation as directed in a timely manner.

Communications:

You will always act professionally and demonstrate excellent communication standards with pupils, teaching staff, colleagues and management. You will contribute towards positive, constructive and effective relationships.

Knowsley Better Together – Staff Qualities



Health and Safety

- Use equipment as instructed and trained.



- Comply with relevant health and safety legislation and operate in accordance with a safe system of work and risk assessments.
- Ensure compliance with all policies and procedures.
- Work in a manner that will ensure your own personal safety and that of others.
- Inform management of any health and safety issues which could place individuals at risk.
- The post holder will be required to complete the following courses within a reasonable timeframe:
 - Safe Moving and Manual Handling of Loads
 - Core Health and Safety
 - Fire Safety
 - Relevant equipment / chemical training

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.