

## JOB PROFILE

<b>Directorate:</b>	Housing and Wellbeing
<b>Service Area:</b>	Landlord services
<b>Job Title:</b>	Cleaner
<b>Grade:</b>	A
<b>Post Number:</b>	W131
<b>Base/Location:</b>	Riversdale Court, Birstall or Dudley court, Sileby
<b>Responsible To:</b>	Mobile Warden
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	Service users, Warden Services

### Job Purpose

- Delivery of a high-quality cleaning service
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

<b>1.</b>	Cleaning of internal communal areas and warden's office.
<b>2.</b>	Identifying and reporting maintenance and health and safety issues.
<b>3.</b>	Cleaning and tidying external bin areas.
<b>4.</b>	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
<b>5.</b>	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

**This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.**

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**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check (without a barred list check) is an essential requirement.**

**Prepared by: Principal Officer – Supported Housing**

**Date: 28 October 2015**

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	Essential	Desirable
<b><u>Experience</u></b>		
Commercial cleaning/large scale cleaning	✓	
<b><u>Skills / Knowledge</u></b>		
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post	✓	
Appreciation of the needs of the older people	✓	
Health and Safety Hygiene regulations. Awareness of security.	✓	
<b><u>Interpersonal Skills</u></b>		
Polite and courteous to tenants and visitors	✓	
Able to work on own initiative	✓	
Willing to undertake training	✓	
<b><u>Other requirements</u></b>	✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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