

Job Description

Post title	Cleaner	Grade	A
Department	Assets and Procurement	Post ref	BS6501

Overall job purpose

To provide a cleaning service as an individual or as part of a team to ensure that Council premises are kept in a clean and hygienic condition.

Reporting relationships

Reports to: Facilities Assistant

Responsible for: None

Key tasks and responsibilities – post specific

Emptying waste bins or similar receptacles, transporting waste materials to designated collection points.

Sweeping floors with brushes or dust control mops.

Mopping floors with wet or damp mops.

Suction cleaning carpeted areas.

Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).

To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.

To replenish consumable items (soap, toilet rolls, paper towels) as required.

To clean toilets, urinals, hand basins, sinks, and showers.

To use such chemical agents as directed by the supervising officer in discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training).

To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.

To clean kitchen/kitchenette and food preparation areas, work surfaces, cookers, microwaves, fridges etc.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	