ROSSENDALE BOROUGH COUNCIL

Role Description

Post Title: Cleaning Operative

Grade: Foundation Living Wage

Post No: EA2003

Department: Facilities

Reports to: Facilities and Safety Manager

Responsible for: N/A

Purpose of role

Working with colleagues in the Cleaning team and under the instruction of the Facilities and Safety Manager, you will provide an effective daily cleaning service to maintain all areas of Council premises in a clean, tidy and hygienic condition.

Based at Futures Park, Bacup, you will work predominantly here, but may also be required to provide cover shifts in other Council buildings.

Responsibilities

Working with colleagues in the Cleaning team:

- Clean and polish as required: desks, radiators, carpets, pipes, chairs, telephones and all furniture, fittings and appropriate equipment, doors, floors, walls, glass (to normal reach height from floor only) etc.
- Clean toilets, kitchens, meeting rooms, reception areas, offices and all allocated areas to a high standard,
- Empty waste bins and other designated receptacles daily and dispose of waste in the relevant outdoor bins.
- Open and lock offices after evening meetings and assist with washing up and tidying away as necessary.
- Ensure on the conclusion of the cleaning shift that the premises are left secure by closing and locking doors and windows, switching lights off and engaging security alarms where required.

Other Duties

- Work mainly at Futures Park, Bacup; however, you may be required to provide cover at other sites as necessary.

- Work as part of the Facilities Management team and undertake duties commensurate with the grade as required.
- Undertake any other duties commensurate with the grade of the post.

Relationships

Key internal and external contacts:

Within the organisation

- Facilities and Safety colleagues
- Staff colleagues and tenants in council buildings

Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- Behave in accordance with the Council's Constitution and Code of Conduct.
- To comply with the Council's Policies.
- To undertake continuous professional development and training as required, in order to achieve and maintain the competencies required for this role.

This post is not subject to Disclosure.

General Statement

The information contained in this job description is provided to assist employees joining the council to understand and appreciate the work content of their post and the role they will play in the organisation. However, the following point should be noted:

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

Person Specification

Post Title: **Cleaning Operative**

Post Number**: EA2003**

Experience	E=Essential D=Desirable	Identified by
Experience of cleaning in a commercial environment	D	Application & Interview
Experience of operating security systems (training will be provided)	D	Application & Interview
Knowledge	E=Essential D=Desirable	Identified by
Knowledge of COSHH regulations and procedures	D	Application & Interview
Knowledge of hygienic cleaning practices and colour coding of equipment	D	Application & Interview
Skills and Abilities	E=Essential D=Desirable	Identified by
Ability to work on own initiative with minimum supervision	E	Application & Interview
Ability to work successfully, flexibly and safely as part of a team	E	Application & Interview
Ability to receive and follow instructions	E	Application & Interview
Ability and willingness to demonstrate the council's values and behaviours	E	Application & Interview
Other Circumstances	E=Essential D=Desirable	Identified by
Ability to provide cover for colleagues at council premises	E	Application & Interview
General understanding of employees' responsibilities in terms of Health and Safety at work.	E	Application & Interview
A commitment to developing and maintaining high levels of customer service in accordance with the Council's Customer Service Standards	E	Application
Regular and Reliable Service	E	Application