Job Description & Person Specification

Job Title	Cleaner – Caerleon Comprehensive
Division/Location	Facilities Management/ Operations – Located: Caerleon Comprehensive
Reporting to	Operations Manager – Cyson Cymru (Area Cleaning Manager / On-site Cleaning Supervisor
Weekly Hours	Monday/Thursday/Friday 3-6pm – Tuesday and Wednesday 3-6:30pm
Grade/Salary	£13.28 Per Hour

Job Description

The Role:

To assist the Area Cleaning Managers in providing customers sites with clean, safe, hygienic environments by maintaining high standards of cleanliness in line with Cyson Cymru training and cleaning specifications.

Main Responsibilities

- To respond to direction from the Area Cleaning Manager and Site Supervisor in delivering excellent customer service in by providing cleaning services for a particular site
- To clean areas to a high standard as directed by the Area Cleaning Manager and site supervisor, to include clearing and cleaning of floors, toilets, fixtures and fittings in accordance with the cleaning instruction or specification
- To report any defects in the facility's structure or equipment to the Site Supervisor or the Area Cleaning Manager
- To undergo training in health and safety, cleaning methods, chemical usage and the use of cleaning equipment or appliances in line with Cyson Cymru policies and procedures
- To ensure any concern from the cleaning team or the customer regarding the cleaning operation is communicated to the Area Cleaning Manager
- To observe all health and safety regulations regarding use of cleaning equipment and cleaning chemicals, personal protective equipment (PPE) and control of substances hazardous to health (COSHH)
- Maintain awareness of any training as directed by the Area Cleaning Manager to comply with current legislation, safe working practices and updated methods

Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Approval/Review Date			
Approved by:		Date:	

Person Specification			
Category	**Requirement**	**Essential or Desirable**	**Assessment Method** Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health & Safety regulations relevant to the position	Desirable	AF / I
Experience	Previous experience in a similar cleaning role Working in a school environment	Desirable Desirable	AF AF / I
Skills/Abilities	Ability to work independently and as part of a team Comfortable liaising with the general public Good communications skills Able to follow instruction and complete tasks as directed	Essential Essential Essential Essential	AF / I AF / I I AF / I

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Date Protection Act 2018 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Approval/Review Date			
Approved by:		Date:	