CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Cleaner**

Position Number: **MCC3588**

JE Code: **LES006**

Service: **Catering and Cleaning**

Location/Work Base: **South Powys**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade: **Grade 2**
Point 3
£25,614 per annum pro rata
£13.27 per hour

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour.

Contracted hours: **Relief Hours**

Reporting to: **Cleaner-in-Charge**

Responsible for: **None**

Summary

About the role:

To provide a front line service in line with Powys council policies and procedures. Responsible for the cleaning of an area within a PCC premice. To provide the service to the standard laid down by the job specification.

About you:

- Ability to complete stock records, time sheets etc
- Literacy and numeracy skills

What you will do:

- Attend relative training as required.
- Cleaning floor areas by the means of vacuuming, machine polishing, machine scrubbing, wet/dry sweeping / mopping
- Cleaning furniture and work surfaces
- Cleaning toilet areas, WC pans, urinals, handbasins, mirrors, and replenishing toilet tissue, hand towels, soap.

- Emptying and cleaning of waste / recycling bins, replenishing litter bin bags and removing any waste to the compound.
- Removing dirty marks from the walls, doors and internal windows up to head height.
- High level cleaning using extending equipment
- Ensure a good standard of work by
- Reporting damaged/broken items to the caretaker
- Reporting blocked drains to the caretaker
- Observing health and safety
- Correct use of chemicals
- A safe working environment

If you have any questions about the role, please contact: Caroline Meredith (01874 612190) or Fiona Preece (01597 826531)

Your responsibilities will be:

1. To provide a front line service in line with Powys Council policies and procedures

2. May be responsible for the security of the establishment whilst cleaning

3. Responsible for cleaning a given area to the required specification by efficient use of the labour available

4. Cleaning of floor areas by the means of vacuuming, machine polishing, machine scrubbing, wet/dry sweeping/mopping

5. Cleaning of furniture, appliances, sinks and work surfaces, skirting's, ledges and sills

6. Cleaning of toilet areas, w.c. pans, urinals, hand basins, mirrors and dispensers, replenishing toilet tissue, hand towels, soap as required

7. Removing of dirty marks from walls, doors and internal windows up to head height

8. Removing of cobwebs and dust up to 2.2m

9. Emptying of recycling / waste bins (following local arrangements for recycling) and cleaning of these bins, replenishing litter bin bags

10. Removing any recycling / waste to the refuse compound and storing correctly ready for collection

11. Completing on site documentation as required

12. Recess cleaning (if carried out at establishment) of: walls, floors, internal windows and doors, furniture, fittings, window ledges and work surfaces

13. Ensure a good standard of work by:

- reporting damaged/broken items to Head of establishment and Line Manager
- reporting blocked drains to Head of establishment and Line Manager

- reporting damaged windows to Head of establishment and Line Manager
- observing and adhering to health and safety
- following procedures for correct use of chemicals
- ensure a safe working environment.

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:
To co-operate with their employer and follow health and safety advise and instructions.

Equalities Statement:
To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Welsh Language Requirement:
Welsh language skills are not necessary.

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Desirable

- Experience of cleaning
- Experience of following works schedules

Knowledge

Essential

- Understanding of contamination
- Of Health & Safety

Desirable

- Understanding of chemicals, usage and storage

Qualifications and Training

Essential

- Ability to complete in house training on machinery and chemicals

Personal Qualities

Essential

- Good communication and interpersonal skills
- Good timekeeper

Skills

Essential

- Ability to complete all necessary paperwork
- Ability to undertake relative training, work alone or as part of a team
- Good verbal and written skills

Other Requirements

Essential

- Ability to secure the establishment if necessary
- An enhanced DBS check is an essential requirement of this post
- Flexible in working times

Welsh language skills are not necessary.

Recruiting manager: C Leighton
09/02/2012

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

We will be monitoring applications as and when they are submitted and will close the advert when we reach full capacity, therefore, please submit your application as early as possible to avoid disappointment.

Once submitted we will email you to let you know we've received your application.

We will email you either way if you have been successful at shortlisting. So, keep an eye out in your inbox!

We wish you luck with your application.