THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	**:**	Building Cleaner
POST NUMBER	**:**	S-BS-T1006
DEPARTMENT/DIRECTORATE	**:**	Environment and Housing Services
DIVISION/SECTION	**:**	Building Cleaning and Security
LOCATION	**:**	Action for Children, LDS House
POST GRADE	**:**	1
RESPONSIBLE TO	**:**	Area Supervisor / Supervisor / Chargehand
RESPONSIBLE FOR	**:**	Cleaning site to specification
LIAISON	**:**	Internal and external customers
MAJOR PURPOSE OF POST	**:**	To Provide a cleaning service for building cleaning clients

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- **To assist in providing an effective cleaning service to building cleaning clients**
- **To cover other cleaners during periods of holidays, sickness, staff shortages and other absences.**
- **To occasionally assist the chargehand /Site Supervisor with the training of cleaning staff.**
- **To undertake all aspects of cleaning tasks such as; carpet cleaning and steam cleaning, all site specification cleaning, builders cleans, recess cleaning and other cleaning not normally stated in the site specification.**

- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures

- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties

- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.

- To implement the principles of the Council's Environment Policy while carrying out the above duties.

- To report without delay any safeguarding concerns to the appropriate safeguarding officer.

- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED: **DATED:**
(Director/Chief Officer)

SIGNED: **DATED:**
(Postholder)