Mansfield District Council

Job Description

Post title	Temporary Accommodation Cleaner	**Grade**	1
Department	Housing Needs /Temporary Accommodation	**Post ref**	HBC16

Overall job purpose
Must be reliable and maintain the cleanliness of all designated areas as directed, using appropriate equipment/materials as supplied.

Reporting relationships	
Reports to:	Accommodation Manager
Responsible for:	None

Key tasks and responsibilities – post specific
Duties will include, cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include, toilets, shower area and kitchens) residents units once vacated and fixtures and fittings, using where appropriate powered equipment.
To ensure Health and Safety at Work (1974 Act) is adhered to with particular reference to the duty of care provision to both the general public and colleagues alike.
To Work without direct supervision
To be able to use own initiative

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure that at all times all Health & Safety legislative requirements are met; 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 code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking 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 support the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
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 many 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.			
Employee signature:		**Date:**	