Job Description

Job Title: Cleaner

Department: Schools

Grade: GLPC - B

Job Evaluation ID: JE1000000177

1 Job purpose

To provide a cleaning service for City Council controlled building within their allotted area.

2 Principal duties and responsibilities

1. To undertake the cleaning of Nottingham City Council building using the necessary chemicals and equipment.

2. To carry out a range of Cleaning duties, including sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items, etc.

3. To comply with legislation, Council procedures and safe working practices, after training.

4. To report faults and hazards to their Supervisor, as soon as possible.

5. To assist members of Building Cleaning staff with other duties, as required.

6. To undertake training relevant to their job, in order to ensure that their work is carried out to the highest possible standard.

7. To work on own initiative, unsupervised whist carrying out their duties.

8. To have a helpful attitude towards customers needs, at all times.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

0

6 Post holder's immediate supervisor: Cleaning Supervisor/Cleaner in Charge

Prepared by/author: **Date:**

Job title:

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: ..... **Date:** .....

Person Specification

Job Title: Cleaner

Department: Schools

Grade: GLPC - A

Job Evaluation ID: JE1000000177

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical	Basic understanding of different cleaning methods and equipment.	✔				
	Ability to be trained to carry out a range of cleaning duties, including using different equipment and materials safely.					
	Basic awareness of Health and Safety/COSHH	✔				
Communication and Team Work	Experience of being part of a team.	✔				
	Ability to work on own initiative and to ask for help when required.	✔				
	Ability to communicate verbally with colleagues.	✔				
	Awareness of the importance of confidentiality.	✔				
Work to promote mutual respect and good relations	Awareness of and commitment to the City Council's Equal Opportunities Policy.					
	Must have a flexible attitude to their work duties and location.	✔				
Work related circumstances	Relevant experience of commercial and/or educational cleaning.					
	Must live within the boundaries of Nottingham City Council	✔				

P: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence

Prepared by/author: **Date:**

Job title: