

1. Service	Corporate Services
2. Service Area/Function	IT and Facilities – Building Cleaning
3. Job Title	Cleaner
4. Location	Various
5. Reporting To	Building Cleaning Manager
6. Grade	G1
7. Job Evaluation Reference	A4695
8. Competency Band	A

9. Job Purpose

To provide front line building cleaning activities to Orkney Islands Council in accordance with set procedures and instructions.

10. Job Specific Duties and Responsibilities

Undertake, individually or as part of a team, the cleaning of designated areas, which may include toilets and shower areas, within premises to ensure that they are kept in a clean and hygienic condition. Powered equipment may be used where necessary. Duties may include the following:-

- Cleaning;
- Washing;
- Sweeping;
- Vacuum cleaning;
- Emptying of litter bins;
- Polishing;
- Dusting;
- Keyholder duties;
- Requisition of supplies.

11. General Duties and Responsibilities

Responsibility for Employees

No line management responsibility

Financial Resources

None required

Information Systems

None required. Basic IT skills to use Council iLearn training module.

Working Environment

The postholder will predominately be based indoors. Working conditions will be favourable but with some exposure to disagreeable conditions.

Communication

The postholder will be required to deal with building users as instructed by the Building Cleaning Manager

12. Corporate Responsibilities

As an employee of Orkney Islands Council the postholder is required to:-

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

- ☒ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☐ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular Demands Associated with the Role

Task	Relevant (please tick)	Task	Relevant (please tick)
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use		Contact with skin irritants	✓
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working in close proximity to traffic	
Administration of prescribed medication		Other (please specify)	

15. Politically Restricted Post☐ Yes (where indicated only)

This post is classed as a politically restricted post under the provisions of the the Local Government and Housing Act 1989.

16. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC)
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below:

* or other relevant professional accepted by the SSSC.

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.

18. Agreement of Job Description

	Signature	Date
Manager:	<i>Pauline Petree</i>	<i>16/5/17</i>
Human Resources:	<i>Anderson</i>	<i>16/5/17</i>

19. Employee Acceptance of Job Description

Signature: Date:

PERSON SPECIFICATION

Service: Corporate Services		Area: IT & Facilities – Building Cleaning	
Post Title: Cleaner			
Factor	Criteria	Essential or Desirable	How Assessed *
Knowledge and Experience	Experience of cleaning duties either at home or in a commercial environment	Essential	Application Form/Screening Question
	Knowledge and use of basic cleaning equipment such as manual equipment and vacuum cleaners.	Essential	Application Form/Screening Question
	Knowledge of how to safely use and store cleaning chemicals.	Desirable	Application Form and Interview
	Experience in the use of electrical cleaning equipment such as scrubber/drier, polisher etc.	Desirable	Application Form and Interview
	Aware of cleaning specific Health and Safety requirements	Desirable	Application Form and Interview
	Knowledge of COSHH regulations	Desirable	Application Form and Interview
	Experience of cleaning in commercial premises.	Desirable	Application Form and Interview
	Experience of working within similar environments.	Desirable	Application Form and Interview
Qualifications/ Attainments	Basic standard of literacy to read instructions	Essential	Application Form and Interview
Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)			
Being Customer/client focused	<ul style="list-style-type: none">▪ is respectful and courteous to customers/clients▪ understands and resolves customer/clients' needs▪ takes opportunities to improve customer/client services▪ is aware of service levels expected and strives to meet them▪ seeks and acts on feedback from customers/clients▪ supports others when dealing with customers/clients		

Working effectively with others	<ul style="list-style-type: none"> ▪ treats others in a fair and equal manner ▪ considers and respects other peoples' ideas/opinions ▪ co-operates with others in the workplace ▪ adapts own views and ideas for the good of the team ▪ goes out of their way to help others.
Managing Change	<ul style="list-style-type: none"> ▪ is willing to try new or different ways of working ▪ displays a flexible attitude to duties and responsibilities ▪ reprioritises own work when deadlines are changed ▪ helps others to adapt to change
Taking ownership and responsibility	<ul style="list-style-type: none"> ▪ manages own time effectively and works productively ▪ responds positively to feedback and takes appropriate action ▪ ensures own knowledge and skills are sufficient for the job ▪ considers how own behaviour affects others and changes accordingly ▪ recognises and acts when something needs to be done
Communicating effectively	<ul style="list-style-type: none"> ▪ listens carefully and asks questions if understanding is unclear ▪ uses simple and clear language ▪ seeks advice when necessary ▪ provides clear and accurate information ▪ uses appropriate body language and eye contact
Planning and decision making	<ul style="list-style-type: none"> ▪ works in a planned and organised way ▪ follows instructions and procedures ▪ understands what decisions can be taken within own duties and makes them when required ▪ takes account of available resources when planning own work activities.
Leadership	<ul style="list-style-type: none"> ▪ recognises own leadership skills and abilities, and takes responsibility for using and developing these ▪ seeks feedback from others to motivate and improve own leadership. ▪ resilient and finds ways through challenging situations. ▪ identifies and works towards a shared purpose or goals ▪ values and respects the contributions of others. ▪ shares information and promotes effective knowledge management