

## Section A

**Post Title:** Cleaning Assistant

**Location:** Various Locations

**Reports to post (Title):** Chargehand Cleaner or Building Cleaning Supervisor, as appropriate

**Service:** Facilities Management Service

**Date:** February 2016

## Grading Section

**Eval Ref.**

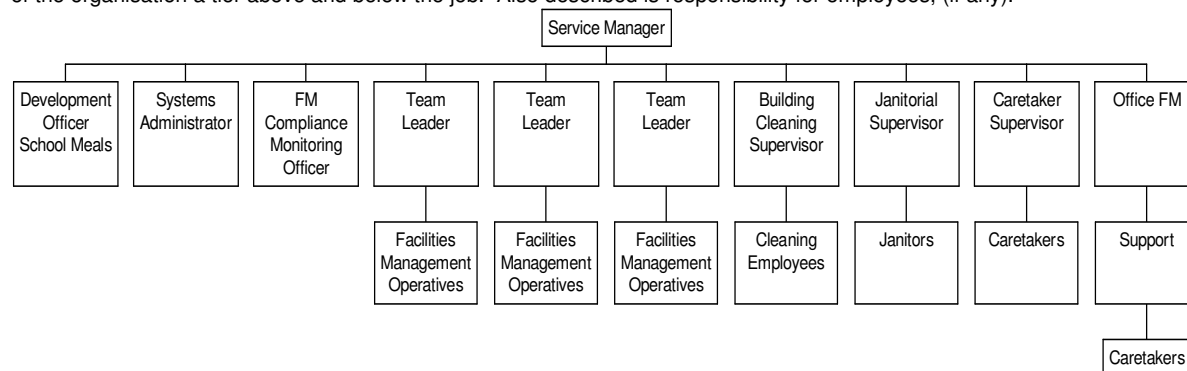
**Grade.** 1

**Date.**

## Section B

### ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).



## Section C

### PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

- Personal Protective Workwear will be issued and must be worn at all times while at work
- Use of mechanical and non-mechanical equipment
- Training will be provided by our in-House Training Programme

## Section D

### MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

- To assist in the provision of a high specification of cleaning in line with service standards.
- Cleaning Tasks
- Keyholding (as appropriate) for access and egress for cleaning staff.
- To clean allocated areas to the required standard as delegated by the line manager, this will include floor scrubbing, vacuuming, dusting, mopping and toilet cleaning.
- Checking equipment and reporting any faults to line manager.
- Be responsible for Health and Safety of themselves and others.
- (Where appropriate) to participate in the annual major clean in educational premises.
- Use of mechanical and non-mechanical equipment to clean floors as applicable.
- Ensure that the premises are correctly secured in line with each individual buildings security arrangements and reporting of any damage to the client.

- To replenish hygiene consumables as provided by customer as required
  - Highlight to line manager any building cleaning and staffing issues (where applicable)
- Any other reasonable and appropriate duties.

#### **Health and Safety**

- To ensure that all duties and activities are undertaken in a safe manner with due regard to health and safety of self and others.
- To report all health and safety issues to the Team Leader immediately.
- To ensure that the appropriate caution signs are displayed while working in the premises and to display when floors are wet.

#### **Section E**

##### **RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE**

This section details responsibility for **physical assets**, eg. vehicles, buildings, stock control / procurement, **data**, eg. computers, record keeping, **finance** eg. budget holding / monitoring / cash handling.

- Use of a council vehicle
- Stock of cleaning materials
- Key holding responsibilities (If required).

#### **Section F**

##### **COMMUNICATIONS SKILLS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

**Internal:** Cleaning Assistants, Line Management, Team Leaders, Building Cleaning Supervisor, Facilities Management Officer, Service Manager and other Council staff

**External:** Customers, Members of the public

#### **Section G**

##### **MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Work as part of a small team or as an individual (where appropriate)
- Reasonable general fitness
- Flexible approach to team working
- The ability to work unsupervised
- The ability to provide flexible cover for any premises as and when required
- Prepared to undertake training and development

#### **Section H**

##### **WORKING ENVIRONMENT and PHYSICAL EFFORT**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- Flexibility to meet changes in service delivery.

**Section I****KNOWLEDGE and SKILLS**

This section details the knowledge and skills including any qualifications, specific training or experience required.

**Essential:**

Cleaning experience is not essential but desirable

The ability to provide a constant high output of work with or without supervision

Work on own initiative

Good communication skills

Good level of physical fitness

Customer focussed

Health and Safety awareness

**Desired:**

Cleaning Training Certificate

Knowledge of Health and Safety

Cleaning expertise

Experience in Customer Care