



Aberdeen City Council
Job Profile

Janitor

About Aberdeen City Council

Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.

The [Local Outcome Improvement Plan 2016 – 2026](#) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](#), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen:

- **Prosperous Economy** - Aberdeen has a flourishing, thriving and successful local economy.
- **Prosperous People** - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
- **Prosperous Place** - People experience Aberdeen as the best place to invest, live and visit.
- **Enabling Technology** - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on:

- Empowering staff to meet priority outcomes
- Empowering the communities, we serve to be self-sufficient
- Early intervention and prevention of harm to the people, place and economy of Aberdeen
- Connecting with citizens, customers and partners through our use of digital
- Using data and information to help us understand the demand on the Council and how we can better meet our outcomes
- Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.

Aberdeen City Council is arranged into six functions. Each function is divided into clusters, and within each cluster are service areas/teams.

About the Operations Function

The function brings together the leadership of Aberdeen City Council's 'in-house' delivery functions. It is deliberately aimed at the removal of service specific silos and behaviours and charged with joining up our delivery, adapting to meet demand and continuous operational improvement. Services are commissioned through the Commissioning function.

About the Operations & Protective Services Cluster

The cluster has responsibility for the delivery of frontline services relating to the cleanliness and functionality of the city, the properties and the green spaces which sit within it, the infrastructure which allows people to move around the city and the services which provide citizens with protection and assurance. The services which sit within this cluster are Bereavement Services, Building Services, Environmental Services, Facilities Management, Fleet and Transport, Operational Health & Safety, Protective Services, Roads & Infrastructure Services and Waste Services.

About the Facilities Management Team

The team deliver a range of 'Soft' Facilities Management services within properties across Aberdeen City Council's non-housing operational property portfolio, targeted cleaning services within both the housing portfolio & for external clients and Passenger Transport services. The full range of services delivered are Education Catering, Cleaning (housing and non-housing), Distribution (mail and non-person transportation), Janitorial & School Crossing Patrol (schools only), Office & Building Management (at Council headquarters premises and city centre multi-storey car parks) and Passenger Transport (Public, Education, Social Care and Demand Responsive passenger transport) services.

About the Role

The purpose of the role is to provide a critical support service which will enable the safe and efficient running of Aberdeen City Council's (non 3Rs) educational properties. This will require team members to work in collaboration with colleagues from within our Integrated Children's and Family Services, from the other Facilities Management services which operate in our schools and with Building Services colleagues and/or their sub-contractors to achieve the required outcomes.

Job Title	Janitor
Pay Grade	G9
Location	Aberdeen City Wide



Key Outcomes and Task Examples

The post holder will deliver the following outcomes:

Efficient delivery of a Janitorial Service to Education sites across the city

Examples of related tasks:

- Carry out janitorial duties to the hours and standards defined by the Service including opening and closing of buildings where applicable and ensuring work areas are left in a safe and secure manner.
- Perform regular routine checks of educational establishments, identifying building defects, undertaking minor repairs and reporting defects which require tradesperson attendance for repair through the agreed reporting channels (ConfirmWeb/Customer Contact Centre)
- Check, use, maintain and report defects for all equipment used in line with current procedures.
- Maintain a clean and tidy external/internal environment at all buildings where service is being provided.
- Ensure only authorised and approved janitorial/cleaning materials are used, and that they are used in line with manufacturers recommended use, and service methods of work.
- Work predominantly in schools and other educational establishments but may also be required to assist in other premises as required by the service.
- Carry out daily Pool Plant Operator water quality tests, recording readings and findings within the on-site swimming pool maintenance logbook along with completing weekly back wash of water filtration system (where applicable).
- Wear ACC issue uniform at all times, when on duty.

Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required	<ul style="list-style-type: none"> No formal qualifications are required, however, a trade background and/or previous building management experience is desirable. Either has or is able to achieve within 6 months of commencement, completion of a recognised qualification for the safe maintenance and operation of swimming pool plant (e.g. STA/Train-CIMSPA) An appropriate level of health and fitness to carry out manual frontline service delivery tasks.
As a minimum, demonstrate skills and experience in	<ul style="list-style-type: none"> Working both as part of a Team and having the ability to use one's own initiative. Knowledge of general building maintenance Security management of multiple buildings Ability to operate access control systems, intruder/fire alarm/sprinkler systems and CCTV systems Competency and/or previous experience in the use of all Janitorial/Cleaning service equipment and materials provided. Ability to operate boiler plant to include heating, hot water and swimming pool plant Manual handling and Working at Height processes Appropriate level of health and fitness to carry out the tasks of the job.
As a minimum, demonstrate an understanding of	<ul style="list-style-type: none"> Risk Assessment The Control of Substances Hazardous to Health (CoSHH) The English language, both written and oral, for Health & Safety and operational requirements.
Demonstrate commitment to	<ul style="list-style-type: none"> Delivering outcomes for the citizens of Aberdeen The welfare needs of all customers Undertaking all mandatory training as defined by the organisation and any other training as defined by the service Continuous improvement of service delivery Personal development
Other requirements	<ul style="list-style-type: none"> The need to travel to locations around the city to meet the requirements of the role Potential to work at multiple sites per day Full PVG certificate Requirement to undertake immunisation for health & safety purposes The ability to lift heavy/awkward objects

Our Guiding Principles

We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other:

Purpose	We care about our purpose, our people and our city
Pride	We take pride in what we do and work to make things better
Team	One team, one council, one city
Trust	We trust each other and take responsibility
Value	We value each other and recognise a job well done

Function		Version Date	
Cluster		JE Number	Capability Framework Level

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.