

## **JOB PROFILE**

**Post Title:        Cleaner**

**Post Number:    Generic**

The Cleaner will undertake, individually or as part of a team, the cleaning of designated areas, which could be within school premises, offices, games halls, community centres and/or associated areas to ensure that they are kept in a clean and hygienic condition.

The range of cleaning duties applies to any part of the associated areas, the frequency and allocation of the duties being designated by the Council. The 'associated areas' includes reception/waiting areas, communal areas, stairways and lifts.

The main duties of the Cleaner are:-

- The cleaning, washing, sweeping, vacuum cleaning, polishing and dusting of designated areas which may include: toilets, showers and associated facilities, and \*fixtures and fittings. This requires the use of all approved cleaning agents and personal protective equipment (PPE).
- Cleaning tasks can involve bending, stretching, lifting; aids or adaptations can be considered.
- Dealing with any bodily fluids that need cleaned up;
- Using, where appropriate, the necessary powered equipment. Training and support will be given to employees to assist them to use these safely;
- Emptying litter bins, and putting rubbish out to designated disposal point;
- Where necessary, communicating with and assisting other council employees in keeping areas clean and hygienic e.g. Head Teachers, occupants of the buildings being cleaned, customers;
- Contacting the Cleaning Supervisor to arrange delivery of more cleaning materials or to report equipment faults or breakdowns, as required;
- Ensuring building security where appropriate. This may include holding keys or fobs for the purpose of entering and leaving areas or premises to be cleaned, ensuring doors are locked or closed properly;

From time to time, the Council may require the post holder to undertake duties outside those specified.

\* 'Fixtures and fittings' may include all facilities within establishments including cabinets, internal glass, curtains, blinds.

## PERSON SPECIFICATION

**Post Title: Cleaner**

**Post No: Generic**

**This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.**

### **Our Values**

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

**Additional Post specific attributes are set out below;**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<u>Personal Features/Qualities</u>	Operating with integrity and confidentiality  Reliability	
<u>Relevant Experience</u>		Any cleaning experience, commercial, educational or voluntary
<u>Education</u>		Health & Safety training  Manual Handling training
<u>Skills, Abilities and Knowledge</u>	Physically able – bending, stretching, lifting.  Able to move around the premises throughout the shift	Basic understanding of the organisation skills required for cleaning  Risk assessments & COSHH

**ESSENTIAL**

Basic understanding of the safe use of cleaning chemicals

Basic understanding of how to safely use electrical cleaning equipment such as a vacuum cleaner

**DESIRABLE**

Working knowledge of Health and Safety relating to cleaning

Basic understanding of computer use and email

Allowances: Distant Islands Allowance

Evaluated Grade: AB

Date of Evaluation: 03/03/2021

PVG Membership: N

Disclosure Check: -

Date of Last Amendment: 08/07/2021