

JOB DESCRIPTION

Job Title: Cleaner		Ref No:	JE Ref: G002
Department: Facilities Services		Band: 01	Location:
Responsible To:	Cleaning Supervisor or Area Supervisor		
Responsible For:	n/a		
Job Purpose:	To carry out cleaning duties as allocated by your line manager to the Facilities Services Cleaning Training standard in a safe and efficient manner		
Main Responsibilities:	<ul style="list-style-type: none">• Cleaning• Service Delivery• Site Administration• Health & Safety• General Duties		
Job Activities:	<p>Cleaning Duties</p> <ul style="list-style-type: none">• Mop Sweeping; Single Solution Mopping; Buffing; Spray Cleaning; Machine Scrubbing; Machine Drying; Suction Cleaning; Spray Extraction Cleaning; High Level Cleaning; Dust, Damp Wiping; Toilet and Sanitary Appliance Cleaning; Internal Glass Cleaning <p>Service Delivery</p> <ul style="list-style-type: none">• To pro-actively deal with all complaints, comments and suggestions from customers and report to your line manager• Responsible for ensuring security of the premises and its contents including the operation of burglar alarms and key holding responsibilities• Improve performance in relation to the cleaning service carbon footprint (ensure regular stock rotation & chemical dilutions are adhered to) <p>Site Administration</p> <ul style="list-style-type: none">• Administration processes associated with the post including ordering of stock <p>Health & Safety</p> <ul style="list-style-type: none">• Full compliance with Health and Safety regulations at all times including Control of Substances Hazardous to Health (COSHH)• Ensuring equipment is maintained correctly and if faulty reported using proper procedure <p>General Duties</p> <ul style="list-style-type: none">• Actively participate in delivering the Facilities Management Team Plan• Deliver effective partnership working and commit to supporting corporate initiatives and priorities• Carry out the above duties in any other local Dumfries and Galloway Council establishment as necessary if practicable• Duties may vary according to seasonal demand		

Performance Management	<p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p> <ul style="list-style-type: none"> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the Team Plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. <p>To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</p>	
Prepared by:	Alan Mawson Senior Manager, Facilities Management	Date: February 2014