

Job Description

Job title	CLEANER
Grade	SCP3
Service/Team	HOUSEKEEPING AND JANITORIAL
Main purpose of job (i.e. why is post required?)	To carry out general cleaning duties within Schools and civic building environment.
Key responsibilities (i.e., what does the post broadly do to achieve its purpose?)	<p>Carry out general cleaning duties as directed by Cleaner in Charge / Supervisor.</p> <p>Produce a high standard of cleaning required by the Housekeeping and Janitorial Services department.</p> <p>Plan and organise own workload and complete within set timescale.</p> <p>Adhere to Health & Safety Policy at all times</p>
Key tasks (i.e the specific duties that are required to achieve responsibilities)	<ol style="list-style-type: none"> 1. Carry out cleaning tasks without constant supervision 2. Operation of mechanical cleaning equipment and reporting of any faults with relation to the equipment to Cleaner in Charge / Supervisor 3. Collection and removal of refuse 4. Safe use and storage of cleaning chemicals ensuring that strict control is observed in materials used and dilution ratios, with minimum waste 5. To take part "In-Service" training as required 6. To be aware of security and report any suspicious incidents or observations 7. Assist in the promotion and marketing of the Housekeeping and Janitorial Services Dept. to maintain and increase customer numbers 8. Ensure that area of work complies with legislation relating to Health and Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health and Safety 9. Undertake similar duties within any other area of 10. the Housekeeping and Janitorial Services Dept. as deemed appropriate by the Cleaning Services Manager

<p>Responsible for staff/equipment</p>	
<p>Other duties/specific policies e.g. DBS</p>	<p>The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct and all other Council Policies.</p> <p>The post holder must comply with the Council's Health and safety rules and regulations and with Health and safety legislation.</p> <p>Full enhanced DBS check required prior to commencement of employment.</p> <p>The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.</p> <p>To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council</p> <p>The post holder must comply with the Council's COVID-19 vaccination policy and guidance (where applicable).</p>