

Hyndburn Borough Council

Job Description

Job Title:	Cleaner
Post No.:	FS038
Service:	Administration Services
Agreement:	NJC For Local Government Services
Range:	Foundation Living Wage
Other:	N/A

Organisational Relationships:

Reports to:	Administration Manager
Supervises:	None
Coordinates with:	Other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To maintain offices and other building areas in a clean and tidy condition.
- To ensure that all work is carried out in accordance with the Council's Health & Safety Policy

Main Duties & Responsibilities:

1. To clean and tidy all office accommodation, kitchens, toilets, corridors, stairs, reception, storage and welfare areas in accordance with the laid down cleaning schedule.
2. To empty all waste receptacles and deposit waste in relevant bins.
3. To carry out the duties in accordance with the Council's Health & Safety Policy.
4. To co-ordinate with the Administration Service Manager in maintaining sufficient supplies of cleaning materials, toilet rolls, hand towels, etc.
5. To restock toilet and kitchen facilities as required.

6. To promptly report any building defects.
7. To do the recycling on a weekly basis.
8. To check that premises are vacated, locked and alarm systems set at the end of each working day as required.
9. To deal with colleagues openly and fairly at all times and promote mutual respect.
10. To carry out any other duties from time to time which are deemed appropriate with the grading of the post.
11. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
12. To undertake duties as required by line manager or the Head of Service.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title: Cleaner			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: Average general standard of education, including qualification in cleaning NVQ or equivalent	✓		A
Experience: General office/building cleaning	✓		A/I
Knowledge/Skills/Abilities: - Mature practical approach - Ability to lift, push and carry heavy weights on a frequent and repetitive basis - Sensitive towards the needs of building users - Have basic literacy and numeracy skills - Knowledge of cleaning equipment and materials - Able to work unsupervised and follow instructions - Able to work additional hours if required. - Able to be a Key holder and lock up the building and make sure it's secure. - Be physically capable of walking up and down stairs.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	A/I A/I A/I A/I A/I A/I A/I/T A/I A/I
Additional Requirements: - Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence). - A commitment to customer care and equal opportunities and an understanding of how to put these into practice. - Commitment to the principles of local democracy.	✓ ✓ ✓		R A/I A/I

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