**Job Title –Cleaning Assistant**

**Grade Scale 1**

**Job Description**

|  |
| --- |
| **Job Purpose** |
| As part of a team or as an individual, to clean identified areas within any Council owned or rented property as designated by the Cleaning & Contracts management team. To ensure that standards are maintained as set in the agreed client specification.  |
| **Major Tasks**  |
| * To clean all areas of the building as deemed appropriate, including, but not exclusively; classrooms, offices, corridors, toilet areas, halls and meeting rooms.
* To undertake specialist activities including sweeping, mopping and vacuuming as required
* To use electrical cleaning equipment in designated areas where appropriate
* Polishing and dusting of fixtures & fittings as required.
* Emptying of litter bins as required
* To undertake periodic cleaning including stripping and re-polishing of hard floors and the cleaning of carpets
* Any other duties that would reasonably be expected of the post holder.
 |
| **Contacts & Relationships** |
| * Group Manager- Meeting on adhoc basis to gain information and be kept informed of any ongoing issues.
* Cleaning Operations Team Leader – Regular visits to ensure standards are maintained and to deal with day to day personnel issues.
* Cleaning Supervisor – Day to day contact to enable the full range of duties of the post to be carried out effectively
* Schools/other Council properties –As required, contact with school and or council buildings staff to address specific operational issues.
 |
| **Creativity** |
| * As requested by the Cleaning Supervisor, the post holder will be required to undertake their routine duties in order to address specific operational difficulties.
 |
| **Decisions** |
| * The post holder will be required to make recommendations to the Cleaning Supervisor regarding cleaning practices and on the use of materials as and when a situation occurs.
 |
| **Management & Supervision** |
| * The post holder will have no direct responsibility for supervising any members of staff.
 |
| **Supervision Received** |
| * The post holder will be managed by an Operational Cleaning Team Leader and report directly to a Cleaning Supervisor who will have responsibility for checking the potholder’s work on a day to day basis.
 |
| **Complexity** |
| * The post holder will be required to work as part of a team but may occasionally as required, be asked to work on specialist cleaning projects as directed by the Cleaning Supervisor or Service management.
 |
| **Resources** |
| * The post holder will use various cleaning , vacuum cleaners, buffing machines , carpet cleaners , hand held scrubbing equipment , scrubber dryers, mopping equipment
* Cleaning materials
 |
| **Impact** |
| * To keep buildings/ areas clean and safe for the use of staff and public in line with Health & safety requirements , risk assessments , COSHH regulations relating to site cleanliness Welfare of building users
* Hygiene / infection control if a site is not cleaned
 |
| **Physical Demands** |
| * The following cleaning duties are undertaken during the cleaning time
* Pushing and pulling of vacuum cleaners
* Movement of buffing equipment
* Moping of hard floors
* Emptying of waste bins – up to 20 litres in size
* Filling and emptying of mop buckets
 |
| **Working Environment** |
| * The post is based in doors
* The post holder will dilute and mix chemicals in line with COSHH assessments and risk assessment
* The post holder will be responsible for ensuring cleaning tasks are carried out safely , mopping floors always standing on a dry floor
* The post holder must ensure that cleaning in progress or wet floor signs are displayed in area of works
 |
| **Emotional Context**  |
| The role does not involve having contact with distressing subject matter or people as an inherent part of the job |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

|  |  |
| --- | --- |
| **Criteria** | **Standard** |
| **Qualifications** | * No formal qualifications are required but the post holder must be able to read and write.
 |
| **Experience** | * Some experience of working at an operational site in a similar role would be beneficial
 |
| **Knowledge** | * Some knowledge of operational cleaning practices would be beneficial
* Knowledge of Health and Safety Policies and Procedures
 |
| **Skills** | * The ability to work in an organised manner
* The ability to understand direct instruction from your Line Manager or from the Senior Management team
* .The ability to work independently but also be a good team player when the need arises.
 |
| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.
* Demonstrates a professional approach which generates credibility and confidence.
 |
| **Fluency Duty** | * This post has been assessed under the requirements part 7 of the immigration Act 2016 and is not a customer facing role under the Act. Therefore the Fluency duty does not apply.
 |
| **Political Restrictions** | The role is not subject to any political restrictions |

……………………………………………………………………………………………………………

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

……………………………………………………………………………………………………………

|  |  |
| --- | --- |
| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>