JOB DESCRIPTION

POST TITLE: Cleaner

DEPT/SECTION: Environmental Services

RESPONSIBLE TO: Waste Management Unit

RESPONSIBLE FOR:

MAIN PURPOSE OF POST: Cleaning Council Buildings

DUTIES AND RESPONSIBILITIES:
The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

1. Sweeping using brushes and dust control mops.
2. Wet mopping floors.
3. Vacuum cleaning and spot cleaning carpets.
5. Replenishing consumable items, e.g. soap, toilet rolls etc.
6. Cleaning toilets, urinals, wash hand basins, showers etc.
7. Wall cleaning.
8. Carpet cleaning.
9. Window cleaning.
11. Dusting, wiping/polishing.
12. Any other similar functions.

Any other duties as required which are equal/similar to the responsibility level and grade of post.

To be aware of and implement the Council’s Equalities Policy.

SPECIAL FEATURES OF POST:

You may be required to carry out these duties at your present workplace or at another Council site.
PERSON SPECIFICATION

**JOB TITLE**
Building Cleaner

**DEPT/SECTION**
Environmental Services
Building Cleaning

**SKILLS/KNOWLEDGE/ABILITIES**

**ESSENTIAL**

1. Able and willing to carry out the full range of cleaning duties.

2. Able to take responsibility of keys. Setting of alarms and security in their location of work if the post requires it.

**DESIRABLE**

None.

**EXPERIENCE**

**ESSENTIAL**

None.

**DESIRABLE**

1. Previous experience of cleaning work.

**QUALIFICATIONS/TRAINING**

**ESSENTIAL**

None.

**DESIRABLE**

None.