

Northumberland County Council

JOB DESCRIPTION

Post Title: Cleaner	Director/Service/Sector: Facilities Management		Office Use
Band: 1	Workplace: Site based		JE ref: 1268
Responsible to: Cleaning Supervisor/Caretaker/Site Manager/ Partnership Supervisor	Date:	Lead & Man Induction:	HRMS ref:
Job Purpose: Cleaning of designated areas			
Resources	Staff	None	
	Finance	None	
	Physical	Cleaning tools and equipment	
	Clients	Providing a cleaning service to internal or external clients	
<p>Duties and key result areas: carried out in accordance with the specification for Building Cleaning Services and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> 1. General cleaning tasks as directed. 2. Empty litter bins and remove rubbish. 3. Safe use of cleaning equipment. 4. Open and close premises as necessary, ensuring security of building is not compromised. 5. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment. 6. Stock management, ordering of cleaning materials and assist with the receipt and safe storage of goods. 7. Attend training sessions as and when required. 8. May be required to cover other sites and duties appropriate to the nature, level and grade of the post. 			
<p>Note: designated areas may be in schools, offices, social services establishments or any other County Council or contracted establishment.</p>			
Work Arrangements			
Transport requirements:	None		
Working patterns:	Determined by designated area, usage of materials, tools and equipment and contract of employment.		

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PERSON SPECIFICATION

Post Title: Cleaner	Director/Service/Sector: Facilities Management	Ref: 1268
Essential	Desirable	Assess by
Qualifications and Knowledge		
No particular knowledge or qualifications are required	Some knowledge of the range of tasks together with the operation of associated tools and equipment.	
Experience		
No specific experience in the workplace is necessary.	Some experience in a building cleaning environment.	
Skills and competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Listens, consults others and communicates clearly. Reliable and keeps good time.		
Physical, mental, emotional and environmental demands		
Regular need to lift and carry items of moderate weight. Maintain an awareness of surroundings and safe working methods. Limited contact with, or work for, others leading to few emotional demands. Normally indoors with some exposure to unpleasant conditions such as toilet areas.		
Motivation		
Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. A willingness to undertake job related training.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits