

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Cleaner
<u>PAY BAND :</u>	Band 1
<u>JOB EVALUATION NO.</u>	A422
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Duty Manager who is responsible to the Facilities Support Manager.
<u>JOB PURPOSE :</u>	To clean the site as written into our quality procedures and work programmes, in a safe and efficient manner.
<u>POST NO.</u>	POS000381
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

As a member of the Dolphin Centre Academy you will demonstrate all aspects of the code of service at all times. This includes attending a designated volume of CPD that focuses on creating a culture to support business performance. The behaviour and standards identified within the Academy should be demonstrated at all times including our shared vision and values, business etiquette and service standards.

MAIN DUTIES/RESPONSIBILITIES

1. To clean areas allocated covering:-
 - Toilets and Washrooms
 - Offices/Classrooms
 - Corridors and Walkways
 - Curtilages
 - Use of variety of equipment
2. To work well with customers/clients and colleagues
3. To ensure a high standard of work is maintained in accordance with the Quality Systems and current work practices.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. To assist the Quality and Environment Systems Manager in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 management systems criteria and Chartermark status are continuously met.
6. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

7. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
8. Carry out your role in line with the Council's Equality agenda.
9. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
10. Any other duties of a similar nature related to this post that may be required from time-to-time.
11. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
12. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: April 2017

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CLEANER

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POST NO – POS000381

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	4 GCSE's – grades A*-C or equivalent qualification		D
2	British Institute of Cleaning Sciences/or other relevant qualification		D
Experience & Knowledge			
3	Previous cleaning experience		D
4	Knowledge of Health and Safety at work		D
Skills			
5	Ability to communicate orally to a wide range of audiences	E	
6	Ability to work well with customers/clients and colleagues	E	
7	Ability to maintain a high standard of cleaning	E	
8	Able to demonstrate customer care skills	E	
Personal Attributes			
9	Committed to high standards of customer service		D
Special Requirements			
10	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
11	The successful candidate will be expected to wear the uniform provided	E	
12	Satisfactory Enhanced DBS Disclosure	E	