

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b>	Cleaner	<b>Director/Service/Sector:</b>		<b>Office Use</b>
<b>Band:</b>	1	<b>Workplace:</b>	Site based	<b>JE ref: 1268</b>
<b>Responsible to:</b>	Cleaning Supervisor/Caretaker/Site Manager/ Partnership Supervisor	<b>Date:</b>	<b>Lead &amp; Man Induction:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> Cleaning of designated areas				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	Cleaning tools and equipment		
	Clients	Providing a cleaning service to internal or external clients		
<p><b>Duties and key result areas:</b> 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"> <li>1. General cleaning tasks as directed.</li> <li>2. Empty litter bins and remove rubbish.</li> <li>3. Safe use of cleaning equipment.</li> <li>4. Open and close premises as necessary, ensuring security of building is not compromised.</li> <li>5. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment.</li> <li>6. Stock management, ordering of cleaning materials and assist with the receipt and safe storage of goods.</li> <li>7. Attend training sessions as and when required.</li> <li>8. May be required to cover other sites and duties appropriate to the nature, level and grade of the post.</li> </ol> <p>Note: designated areas may be in schools, offices, social services establishments or any other County Council or contracted establishment.</p>				
<b>Work Arrangements</b>				
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