

**NEWCASTLE CITY COUNCIL**  
**JOB DESCRIPTION AND PROFILE**



**DIVISION:** Facility Services

**POST TITLE:** Mobile Cleaner

**EVALUATION:** AA800 - 365 Points **GRADE:** N3

**RESPONSIBLE TO:** Operations Manager

**RESPONSIBLE FOR:** N/A

**JOB PURPOSE:** To clean premises and grounds, in accordance with the issued cleaning schedule, to ensure that they are kept clean and hygienic.

**MAIN DUTIES:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To undertake the cleaning at premises, including fixtures and fittings, including:-
  - Washing and cleaning using powered jet wash
  - Washing with mops and cloths
  - Sweeping with brushes and sweeping mops
  - Vacuum cleaning
  - Floor polishing/buffing/spray cleaning using mechanical aids as appropriate
  - Floor stripping using mechanical aids as appropriate
- 2 To be responsible for the care and general day to day maintenance of the vehicle provided and immediately report all accidents to the Contract Manager or their deputy.
- 3 To assist in the active promotion of equal opportunities specifically in relation to service delivery
- 4 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

## JOB PROFILE – Mobile Cleaner A810

<b>FACTOR</b>	<b>LEVEL</b>	<b>DESCRIPTION</b>
Knowledge	3	The job holder undertakes a range of different tasks, travelling to provide a cleaning service in a variety of buildings and locations. This requires knowledge of the practices and procedures associated with the cleaning of various buildings/locations. The job requires basic reading and writing skills to complete job sheets, vehicle records etc. Specific knowledge will be gained by on the job and in house training to the equivalent BICS stage 1
Mental Skills	2	As the Jobholder mobile they have to regularly resolve problems/situations which on occasions cannot be done by applying existing rules, procedures or instructions..
Interpersonal Skills	1	Normally close work colleagues are the only people with whom the jobholder communicates.
Physical Skills	3	Physical skills are required for some of tasks with a considerable level of precision especially when using mechanical cleaning equipment, so as to avoid damage to the buildings and their furniture and fittings.
Initiative and Independence	2	There are recognised procedures covering all the main activities, tasks and duties and the jobholder normally works from instructions which define how all the main tasks are to be carried out. These instructions define the tasks in detail, although should an unusual situation arise the jobholder is expected to use own initiative to deal with it.
Physical Demands	4	The job requires the jobholder to use a very high level of effort in lifting/carrying equipment for up to 25% of the working day/shift. Pushing/pulling is also needed with a high level of effort for over 25 % of the working day/shift.
Mental Demands	3	Concentrated sensory attention is required for up to 30 minutes at a time many times a day, while driving between locations. The Jobholder has workload-related deadlines and there are frequent unavoidable interruptions, often forcing the jobholder to re-plan the order of their activities.
Emotional Demands	1	There are no significant emotional demands in the job.
Responsibility for People	2	The Jobholder provides a cleaning service, which has a direct impact on the well being of people.
Responsibility for Supervision	1	The jobholder may occasionally be required to demonstrate duties to others.

Responsibility for Financial Resources	1	The Jobholder has no direct responsibility for financial resources.
Responsibility for Physical Resources	3	The Jobholder uses and carries out day to day maintenance of equipment, some of which is expensive, i.e. the vehicle. They are responsible for cleaning a range of buildings/locations.
Working Conditions	3	The Jobholder regularly works outdoors and will sometimes be exposed to the weather, and on average this is up to 25% of the overall working time. The job involves regular exposure to very disagreeable, unpleasant or hazardous situations for up to 75% of the working day or shift. There is casual verbal abuse from members of the public.