

**Job Description**

**Position Title:** **Housekeeping and Janitorial Administration Apprentice**

**Salary Grade: Apprentice grade**

**Directorate: Neighbourhoods**

**Service: Housekeeping and Janitorial Services**

**Reports to: Area Supervisors**

**Purpose:**

The post holder will be required to learn and be given training in the required skills and responsibilities of a Housekeeping and Janitorial Administration Apprentice over the term of the apprenticeship to then be able to undertake the full range of duties listed below.

**Main Duties and Responsibilities:**

* Support to ensure good cleaning practice and methods are embedded in the service
* Develop an understanding of all aspects of caretaking responsibilities
* Accurately complete technical support documents
* Ensure the policies of Council/Customer are implemented
* Ensure compliance of legislation relating to Health and Safety
* Maintain good communication links and working relationships with all staff and customers**.**
* Attend training sessions as and when required
* Market and promote activity to ensure business retention and growth.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates
* To treat all information gathered, either electronically or manually in a confidential manner
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council’ use Council information only for authorised purposes.