2021 VAC 225

**Job Description**

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| **Job title** | CLEANER |
| **Grade** | 1 |
| **Service/Team** | HOUSEKEEPING AND JANITORIAL |
| **Main purpose of job** | To carry out general cleaning duties in various  establishments |
| **Key responsibilities** | Carry out general cleaning duties as directed by  Cleaner in Charge / Supervisor.  Produce a high standard of cleaning required by  the Housekeeping and Janitorial Services  department.  Plan and organise own workload and complete  within set timescale.  Adhere to Health & Safety Policy at all times |
| **Key tasks** | 1. Carry out cleaning tasks without constant   supervision   1. Operation of mechanical cleaning equipment and reporting of any faults with relation to the equipment to Cleaner in Charge / Supervisor 2. Collection and removal of refuse 3. Safe use and storage of cleaning chemicals   ensuring that strict control is observed in materials used and dilution ratios, with minimum waste   1. To take part “In-Service” training as required 2. To be aware of security and report any suspicious incidents or observations 3. Assist in the promotion and marketing of the Housekeeping and Janitorial Services Dept. to maintain and increase customer numbers 4. Ensure that area of work complies with legislation relating to Health and Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health and Safety 5. Undertake similar duties within any other area of the Housekeeping and Janitorial Services Dept. as deemed appropriate by the Cleaning Services Manager |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  Full enhanced DBS check required prior to commencement of employment.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council  The post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |