Newcastle City Council Job Description



Post Title: Cleaner

Evaluation: 269 points **Grade:** N1

Responsible to: On site supervisor or Operations Manager as appropriate

Responsible for: N/A

Job Purpose: To ensure the delivery of services in accordance with

customer service standards, policies and procedures, including the City Council Customer Service Charter. The cleaning of designated areas within a variety of premises, in accordance with the 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 of designated areas, in accordance with agreed specifications and including fixtures and fittings, including: -

- Emptying waste bins and removing waste to the designated area
- 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
- Dusting
- 2. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 3. To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
- 4. For staff working in schools staff are required to work term time and holidays are to be taken during school holidays.