



## **Job Description**

<b>DIRECTORATE:</b>	Communities
<b>POST:</b>	Cleaner
<b>GRADE OF POST:</b>	Grade 1
<b>RESPONSIBLE TO:</b>	FM Services Supervisor

---

### **JOB PURPOSE:**

To support the Facilities Management Team by providing a high quality cleaning service that assists with the operation of an efficient and effective service.

---

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Cleaning of washrooms / toilet areas;
- Vacuuming hard floors and carpet areas;
- Mopping of hard floors;
- Emptying bins;
- Cleaning of all surfaces;
- To undertake chemical dilution following manufacturers instructions and follow colour coding chart when undertaking cleaning tasks;
- To work as part of a team when required to cover areas;
- Report all faulty machinery promptly and adhere to Health and Safety procedures and guidelines.

### **GENERAL DUTIES**

#### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)



### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Cleaner

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	A good standard of education or an ability to demonstrate competence through experience.		Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<p>Experience of cleaning in an office environment or school environment.</p> <p>Knowledge of cleaning procedures and Health and Safety processes.</p> <p>Experience of using powered tools, i.e. buffing machine, floor cleaning machines.</p>		Interview, application form & references.



<b>Skills &amp; Personal Qualities</b>	<p>Ability to form constructive working relationships with colleagues.</p> <p>Ability to communicate clearly and effectively.</p> <p>Ability to use initiative.</p> <p>Reliability and trustworthy.</p> <p>Ability to think clearly and work in a safe manner.</p>		Interview, Written Exercise, Competency Assessment Essential Skills test.
<b>Attributes</b>	<b>Requirements</b>	<b>Essential</b>	<b>Method of Evaluation / Testing</b>
	<p>Ability to work flexibly and proactively.</p> <p>The ability to communicate through the medium of welsh.</p>		