

## **JOB DESCRIPTION**

### **CLEANER**

#### **PRIME OBJECTIVES OF THE POST**

The postholder will be required to achieve a quality cleaning service, providing a clean, hygienic and well cared for environment, removing everyday dirt and grime from the building, making it a safe, healthy and pleasant place to be.

#### **SUPERVISION REQUIRED**

To work alongside other members of the caretaking/cleaning team following a predetermined schedule of work. Responsible to the Site Manager and Chief Operations Officer.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- To perform cleaning duties and procedures to predetermined schedules, this will include daily, weekly and periodic tasks.
- Responsible for the thorough cleaning of sanitaryware which includes wash hand basins and toilets.
- Use of electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners.
- Required to dry mop and damp mop hard floor surfaces using the correct equipment.
- Clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. The polishing of wooden furniture, cleaning and polishing of brass fittings. The vacuum of upholstered furniture.
- Collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
- Clean internal glass which includes glass panels in doors, partitions and in some buildings the internal facia of the external windows. The periodic cleaning of painted walls and ceramic tiles this includes the daily removal of marks and stains on wall surfaces, doors and door plates.
- Manual handling of furniture to facilitate cleaning procedures, the movement and transportation of cleaning equipment and floor machines to work areas.
- Carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.

#### **KNOWLEDGE**

- Numeracy and literacy skills are required to complete procedural documents.
- An understanding of instructions both verbal and written, health and safety requirements for buildings and cleaning procedures.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

#### **SKILLS**

- To be able to complete all cleaning tasks within time constraints for your allocated area of work and to the required standard of performance.
- Interpersonal skills are required to be able to interrelate with colleagues, clients and the ability to work within a team to achieve the expectations of the academy.
- To be self-motivated to achieve the specific tasks required to the predetermined standard of performance within your work area and to be responsive to problems and in respect of complaints from clients rectify any unsatisfactory tasks by the next cleaning period.

#### **INITIATIVE**

- Able to respond to situations as they arise which affect day to day cleaning and periodic tasks. This will include for example the failure of cleaning equipment and staff shortages.

#### **DEMANDS**

- The physical ability to use all types of mechanical and electrically operated floor machines, to be able to reach difficult areas/small places, bend, lift and carry materials and transport equipment throughout the site/s. This also includes the continuous use of floor machines when carrying out floor treatments during work period and the movement of furniture to facilitate cleaning activities.

#### **RESPONSIBILITIES**

- Ensure that all cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk of subsequent accident or infection. The cleaning procedures carried out do not damage or make unfit for use any fixtures, fittings, floor and wall surfaces.

#### **RESOURCES**

- Responsible for the proper use of your own equipment and materials which must be kept clean, properly stored and secured when not in use. Responsible for a clean and tidy store cupboard/room and reporting any fault to equipment and the fabric of the building.
- Responsible for wearing and looking after your identity card, uniform, protective clothing.

#### **CONDITIONS**

- There will be a requirement to respond to unforeseen circumstances e.g. outbreaks of infection, accidental spillage, cleaning of bodily fluids, high levels of dust following building works.