

Title Cleaner in Charge	Department Place	Post Ref
<p>Job Purpose To ensure the site is always kept clean and fit for purpose by maintaining cleaning and janitorial duties onsite. To supervise onsite cleaning staff where applicable and manage all day to day operations of the cleaning service.</p>		
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To work to defined building cleaning processes, using allocated chemicals and powered equipment to ensure the building cleaning specification is adhered to • To maintain the security of the premises and its contents at all times. This includes attending site in emergencies and carrying out necessary duties to ensure the site remains fit for purpose and secure. • To manage specific janitorial duties (both within the building and outside) including ensuring heating systems and building temperature is maintained, site is kept clean and tidy and safe for use throughout the year. • To carry out porter duties as and when required by the establishment. • To provide a letting service, opening and securing the site after normal hours and attending to the requirements of the hirer when applicable • To effectively manage the cleaning service and operatives including processing timesheets, holidays requests, sickness absences, ordering and replacing consumables etc. • To be responsible for on site compliance checks appropriate to this post which include alarm testing/recording, water outlet flushing/recording (legionella), fire safety processes , asbestos awareness management where applicable and contractor/supplier access supervision and record keeping. Additional Facilities Management compliance duties may apply. 	<p>Key Accountabilities</p> <ul style="list-style-type: none"> • To be responsible for maintaining cleaning standards on site (with assistance from the cleaning operatives), in line with site requirements. • To be responsible for the security of the site, locking and unlocking buildings as required. • To ensure compliance with Criminal Record Bureau (CRB) requirements and safer working practices for the onsite cleaning team. • To understand, and have a commitment to, the County Council's Equal Opportunities and other key HR related policies. • On site health and safety compliance duties, checks and recording • This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you. 	
<p>The post holder will perform any duty or task that is appropriate for the role described.</p>		

Person Specification	
Education and Knowledge <ul style="list-style-type: none"> • NVQ/BICS certificate in building cleaning. • Numerate. • Literate. • Knowledge or understanding of basic cleaning techniques. 	Personal Skills and General Competencies <ol style="list-style-type: none"> 1. Puts into practice the Council's commitment to excellent customer care. 2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 3. Works well with colleagues but also able to work on their own initiative. 4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
Experience <ul style="list-style-type: none"> • Experience in the supervision of staff, including staff training, along with ability to lead and motivate a team. • Minimum of 1 year's contract cleaning experience, including knowledge of basic cleaning methods. • Experience in use of cleaning equipment, including floor maintenance machines and industrial vacuum cleaners. • Experience in premises security. • Experience in administration, including stock control and ordering. 	
Role Dimensions <ul style="list-style-type: none"> • Responsible for overseeing and maintaining cleaning standards on a specific site. • Assisting in ordering and maintaining stock of cleaning materials, to pre-determined levels. • Supervising onsite cleaning team of between 1 and 8 employees, depending on the size of the site. • Financial responsibility – none. • Health and Safety support including compliance checks/duties and record keeping. 	

Date May 2021