Nottinghamshire County Council

| ***Title*** | ***Department*** | ***Post Ref.*** |
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| ***Cleaning Operative*** | ***Environment and Resources*** | ***Grade 1*** |

***Job Purpose***

To provide an efficient and effective daily Building Cleaning Service for designated establishments

***Key Responsibilities***

1. . General daily cleaning tasks which include emptying waste bins, suction cleaning carpets, dust damp wiping, floor maintenance and washroom cleaning.
2. Using electrical equipment where required and includes suction cleaning machines and floor maintenance machinery
3. Cleaning after emergency situations (eg floods) and cleaning bodily fluid spillages.
4. Effective communication with the designated site representative and other cleaning colleagues where appropriate.
5. Ensuring allocated paperwork and administrative systems are kept up to date at all times.
6. Additional duties appropriate to the function and nature of the post

***Key Accountabilities***

1. Accountable for personal health and safety and apply at all times all relevant health and safety procedures (eg. COSHH / Risk assessment, colour coding and following manufacturers recommended instructions at all times).

2. Delivering Cleaning Services in order to meet the sites contract specification and service level agreement/contract.

3. Ensure that provided on site documentation is adhered to at all times (e.g. Health and Safety folder).

4. Accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care.
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| **The post holder will perform any duty or task that is appropriate for the role described** | |

| ***Person Specification*** | |
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| ***Education and Knowledge***<br><br>1. Knowledge of contracting/frontline services desirable | ***Personal skills and general competencies***<br><br>2. The ability to communicate effectively with customers /colleagues and demonstrate an understanding and commitment to customer care<br><br>3. Puts into practice the Council's commitment to excellent customer care.<br><br>4. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.<br><br>5. Works well with colleagues but also able to work on their own initiative.<br><br>6. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration |
| ***Experience***<br><br>7. Desirable understanding of the cleaning industry/frontline services | |
| ***Role Dimensions***<br><br>8. Building cleaning functions as required within contract documents and Specifications<br>9. Responsible for managing stock and equipment allocated to deliver the required service<br><br>*Please attach a structure chart* | |