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## **CLEANER JOB DESCRIPTION**

**Responsible to:** Cleaning Supervisor

The purpose of the Cleaning Operative is to undertake a range of cleaning duties in all areas of the facility in order to ensure our visitors and staff enjoy a clean and safe environment.

### **Main Duties**

- Daily cleaning of floors, walls, skirtings, radiators, window sill, internal glazing to doors, offices, windows, staircases and toilet/welfare facilities etc in accordance with work schedules, method statements and instructions for the proper use of cleaning products and equipment as supplied
- Emptying waste bins/baskets etc and disposing of waste
- Daily cleaning of furniture/work surfaces in accordance with work schedule
- Ability to use in the correct and efficient manner, mops/sweepers/vacuum cleaners/scrubbers and burnishes as appropriate
- Be responsible for cleaning all equipment after use and storing in dedicated cupboard areas.
- To ensure that chemical cleaning products and solvents are used in accordance with the manufacturer's usage and safety instructions
- To ensure adequate stock levels of necessary equipment and materials are to hand in order to carry out day-to-day cleaning, by informing your supervisor in advance of any requirements.
- To check and maintain equipment and report any damage or defects to the Supervisor immediately
- To wear the correct uniform, personal protection equipment as provided and undertake staff training as directed
- Report back daily to the Supervisor unacceptable conditions in areas specified for cleaning e.g. d breakage of fixtures and fittings
- Keyholder responsibilities

## CLEANER PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	Basic literacy Basic numeracy	NQF accredited qualification - NVQ level 1, City and Guilds or other
Experience	Previous cleaning work	Understanding cleaning techniques, health & safety and COSHH
Job related skills	Honest and reliable Good timekeeping Good communication skills Able to work as part of a team or individually Able to follow instructions Reasonable level of fitness Commitment to excellent customer service	Commitment to training To participate in staff Performance Reviews system.
Working arrangements	Undertake the cleaning of the building as per method statements Commitment to comply with policies	Adaptable to changed patterns of working