

Title Outdoor and Environmental Education Cleaner – Hagg Farm OEC	Department Children, Families and Young People	Post Ref. Grade 2
Job Purpose The Cleaner/Caretaker at Hagg Farm will be responsible for cleaning at Hagg Farm, some caretaking including security of the premises and its contents, occasionally assisting with catering and other duties arising from the use of premises. The post holder may also potentially be required to contribute to caretaking, cleaning and catering at St. Michael’s . At both centres, the post holder may be required to undertake the following duties:		
Key Responsibilities 1. Cleaning and General Domestic Duties The cleaning of the premises and maintaining high standards of hygiene including maintaining floor surfaces in accordance with the requirements of the Authority. Laundry and bed making duties as required, maintenance of soft furnishings including minor repairs. 2 .Caretaking Duties Attending, when required, to the arrival and departure of schools and other users of the premises including some weekend days. Attending to the heating of the premises and ensuring that the boiler plant and equipment is operating in an economic and efficient manner. Ensuring that all the exterior hard-surface areas are kept in a clean and tidy condition – including emptying of litter baskets		Key Accountabilities 1. To project a positive image of Nottinghamshire County Council and the Education Department to the public. To work in a collaborative manner with colleagues to support the main objective of schools in improving the quality of teaching and learning and the achievement of pupils. 2. To identify opportunities for improvement in services and systems within the Department. To support the implementation and monitoring of systems to ensure both appropriate standards of care for the customer and the Committee’s requirements in respect of quality and cost effectiveness are met. 3. To use resources allocated efficiently, safely and responsibly within the area of work undertaken. 4. To identify developments needs to refine skills to meet the requirements of the job and to respond flexibly to change to meet the planned business requirements of the Department. To participate in, and contribute to, an effective performance management scheme, staff development and training opportunities and to maintaining the Department as an Investor In People. 5. To act responsibly as a member of staff to establish the trust, confidence and support of managers and colleagues and to maintain effective working relationships with all. To

<p>Driving of centre minibus and vehicle daily checks as appropriate</p> <p>Porterage duties when required.</p> <p>Attending to the recycling and disposal of waste including the use of incinerators</p> <p>To assist with the organisation, issue, maintenance and cleaning of all outdoor equipment.</p> <p>3. Catering Duties</p> <p>Catering duties are not expected to be part of the daily work of this post. In emergency, the postholder may be required to:</p> <p>Assist with group catering arrangements including the planning of menus, purchase of food and preparation and cooking of meals;</p> <p>Assist with delivery of catering service for the centre for INSETs, outside organisations and other events.</p> <p>Maintenance of high standard of hygiene and health and safety in the kitchen, dining and food storage areas;</p> <p>4. Housekeeping and Supervisory Duties</p> <p>Maintaining the required record of timesheets, attendance records etc. Ensuring that adequate domestic supplies, including fuel, cleaning, janitorial and catering supplies are maintained to meet the needs of the establishment (in the absence of the Catering/Caretaking Supervisor).</p> <p>Taking reasonable care for the health and safety of him/her self and all other persons affected by his/her activities and safeguarding the health and safety of all persons under his/her supervision in accordance with the provision of health and safety legislation.</p> <p>Providing first aid to staff and visitors if required.</p>	<p>contribute towards a working culture and environment which is effective, efficient, safe, considerate and supportive and which promotes equality of opportunity.</p>
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Working with young people in the kitchen and around the centre with respect to domestic duties.

As is normal in this field of education this post carries an inherent commitment to working beyond normal hours including weekend work. The post holder will be expected to work on a flexible basis for which overtime rates will be paid as appropriate

The post holder will perform any duty or task that is appropriate for the role described

Person Specification	
Education and Knowledge 1. No specific qualifications, but an ability to understand on site basic training in cleaning/catering techniques and basic food hygiene	Personal skills and general competencies Ability to motivate others Willingness to undertake training Ability to get on with and understand the needs of the customers Friendly, outgoing, enjoys working with children Ability to work as part of a team Ability to work under pressure, to tight time scales and without supervision. Clean driving licence Strong commitment to the job Regular time keeper Alert and able to react in the case of an emergency High level of personal cleanliness Basic cooking skills Knowledge of hygiene regulations 20/30 minute drive to Centre
Experience 2. Working with children 3. Previous caretaking experience 4. Previous catering experience	
Role Dimensions 5. 6.	
<i>Please attach a structure chart</i>	

Date 15 Oct 2014