

## **Job Description**

### **Section A Job definition**

Job title: Cleaner  
Service: Children's Services  
Section: Cleaning  
Grade: A

### **Section B Organisational relationship**

You will report to the Chargehand Cleaner or Area Cleaning Officer if lone working.

### **Section C Job purpose**

You will carry out, individually or as part of a team, cleaning duties (including floors, stairs, walls, building attributes and inventory items) with designated offices, schools or other Council premises, ensuring they are kept in a clean and hygienic condition.

### **Section D Key Responsibilities**

- Cleaning of designated areas, including sanitary areas and associated facilities, using approved cleaning materials and agents where appropriate
- Damp wipe and dust designated areas using approved cleaning agents
- Use of necessary powered equipment for example vacuum cleaner, floor buffer
- Emptying Litter Bins
- Take reasonable care for own health and safety

### **Section E Accountability**

You will be responsible for ensuring any equipment, materials and cleaning agents are clean and safely stored after use. You will be responsible for following Health and Safety working practices. This will involve complying with C.O.S.H.H regulations, wearing protective clothing where necessary, ensuring proper use and dilution of chemicals and being aware of Health and Safety and Risk Assessments.

## **Section F Knowledge, Skills & Experience**

### **Knowledge & Skills**

#### Essential

- Must be able to work as part of a team
- Ability to use initiative and manage workload within defined parameters
- Must be able to communicate effectively with management, peers and customers (where required)

#### Desirable

- Health and Safety knowledge

### **Experience**

#### Essential

N/A

#### Desirable

- Previous cleaning experience

## **Section G Demands**

You will be working under minimal supervision and may be working when staff/pupils/public have access to the facilities. You must inform your chargehand when cleaning stocks are low and report any maintenance problem to your chargehand.

## **Section H Communications and Contacts**

#### Internal

Regular contact with chargehand  
Contact with other members of staff

#### External

May involved contact with members of the public  
Contact with Pupils and Parents (if school based)

## **Section I Environment**

You may be working in isolation and the role may require evening/ early morning working. You will be required to clean toilet facilities. You must be able to cope with and clean up body spillages. You will be using cleaning agents and equipment.

## **Section J Approval**

Approved by:

Approval Date: