

## JOB DESCRIPTION

<b>Title:</b>	Cleaning Operative
<b>Responsible to:</b>	Centre Manager
<b>Hours of Work:</b>	Monday to Friday, 2 hours per evening after 5.00pm
<b>Principal Location:</b>	Wigan Centre
<b>Responsible for:</b>	Cleaning and Centre Security

### **Purpose of the Post:**

To provide efficient and effective cleaning across the centre and to undertake required security as directed.

The Centre Manager will monitor the quality of the cleaning and it is your responsibility to ensure that high standards of cleanliness are reached and maintained. Regular spot checks will be carried out to ensure standards are adhered to.

### **Main responsibilities to include:**

- Cleaning centre facilities in line with cleaning Standard Operating Procedures
- Waste management in line with waste management Standard Operating Procedures
- Effectively manage cleaning supplies/equipment
- Ensure that equipment is safe to use, clean and in good working order
- Ensure safe working practices of staff under your supervision
- Maintain the security of the car park (closing and securing main gate), the premises and its contents in accordance with the buildings current requirements
- Ensure the building is clean and clear of any Health & Safety hazards
- Report faults with vending machines/water coolers to centre manager or facilities co-ordinator
- Clean and maintain machines/water coolers in line with Standard Operating Procedures
- Report emergencies and faults with equipment, water, gas and electricity

### **Other Duties**

Any other appropriate duties as required by the Centre Manager  
Report all maintenance and cleaning issues to the Centre Manager in the day book  
Key holder/out of hours

## **General requirements**

- Adhere to existing standard operating procedures
- Undertake relevant training and development activities and to respond positively to new and alternative systems.
- Work with information technology and associated systems in accordance with College policies.
- Co-operate with the College in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the position
- Carry out the duties and responsibilities of the post in compliance with the Colleges equal opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Comply with the Colleges environmental policies.

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College of Animal Welfare is committed to equal opportunities: appointments are open to members of the community on an equal basis.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Qualifications/ Experience	<ul style="list-style-type: none"> <li>• Able to communicate clearly, understand and follow instructions.</li> <li>• Experience of undertaking general cleaning duties.</li> <li>• Car Driver</li> <li>• Acceptable DBS check</li> <li>• Working at heights</li> <li>• Previous commercial cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working within an educational setting</li> </ul>	Interview  Job application  Sight of qualifications documents
Skills/Ability/ Knowledge	<ul style="list-style-type: none"> <li>• Ability to carry out general cleaning duties as detailed in the Job Description.</li> <li>• Is punctual and reliable.</li> <li>• Ability to manage time effectively to complete tasks to a high level.</li> <li>• Ability to prioritise work.</li> <li>• Able to work with minimum supervision.</li> <li>• Ability to work both alone and within a team to achieve specified standards.</li> <li>• Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.</li> <li>• To undertake any training relevant to your role.</li> <li>• Ability to work on own initiative</li> <li>• Good communication and information technology skills</li> </ul>	<ul style="list-style-type: none"> <li>• Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of young people.</li> <li>• Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.</li> <li>• Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery.</li> <li>• Fire Warden</li> </ul>	Application form  Interview  References
Attitude/ Disposition	<ul style="list-style-type: none"> <li>• Be flexible to changing demands of the post.</li> <li>• Take pride in a job well done.</li> <li>• Attention to detail</li> <li>• Able to work on own initiative</li> </ul>		Interview  References