

# JOB DESCRIPTION

<b>Title:</b>	Cleaning Operative, part-time
<b>Responsible to:</b>	Facilities Coordinator
<b>Hours of Work:</b>	18:00 to 20:30, Monday to Thursday
<b>Location:</b>	Huntingdon Centre

## **Purpose of the Post:**

The cleaning team are responsible for maintaining high standards of cleanliness throughout the college; each cleaner is expected to clean to the standard set out.

The Facilities Coordinator will delegate the monitoring of the cleaning to a Supervisor and it is his/her responsibility to ensure that high standards of cleanliness are reached and maintained. Regular spot checks will be carried out by the Facilities Coordinator to ensure standards are adhered to.

## **Main responsibilities to include:**

### **Main Duties – Daily**

#### **1. Toilet and Cloakroom Areas:**

- Clean lavatory basins/urinals with appropriate cleaner provided
- Clean tops of cisterns and pipes
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Refill soap dispensers in all areas
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins & recycle bins into the correct waste bins ready for weekly collections (bins to be put in collection area on correct days)
- Clean and mop floor with appropriate cleaner and bleach as instructed

#### **2. Reception area/Meeting Rooms/ Kitchen area/ Classrooms / Offices and Library Areas:**

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop

- Furniture / desks – damp dust (all removable furniture must be pulled out and cleaned under) this is to include chair feet
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily
- Doors – remove marks from glass, doors and walls
- Clean telephones

### **3. Corridors:**

- Vacuum (spot clean where necessary)
- Furniture Vacuum/dust/spot clean where necessary
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

### **4. Stairs:**

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop

### **5. Clinical Skills Room/Grooming parlour/Kitchen area**

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect work all surfaces, kitchen units and tiles
- Wipe windowsills
- Clean and mop floor
- Clean telephones
- Refill paper towels in each dispenser
- Refill soap dispensers in all areas
- Empty bins daily and damp wipe ( but to exclude clinical waste bins)

### **5. Vending Machines/Water Coolers**

- Reporting any faults to the Facilities Coordinator
- Ensure drip trays are clean and machines are wiped clean - Daily

### **6. Other**

- Any other appropriate duties as required by the Facilities Coordinator, which will include room set up or breakdown during busy periods.
- Report all maintenance and cleaning issues to Facilities Coordinator in the cleaning book held on the Reception Desk.
- Ensure stocks are replenished in ample time for cleaning materials

### **Duties and Responsibilities - General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with College policies.
- To co-operate with the College in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Colleges equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the Colleges environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Qualifications/ Experienced	<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>• Clear DBS check</li> </ul>		<p>Interview</p> <p>Job application</p>
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> </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> </ul>	<p>Interview</p> <p>References</p>
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> </ul>		<p>Interview</p> <p>References</p>