



Job Description & Person Specification

Job Title:	Cleaner	Job Reference:	50361408
Service:	Estates & Economic Development Services		
Location:	Andover	Grade:	2
Reports to:	Premises Manager		
Date:	27/03/19		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
Reporting to the Premises Manager within the Estates & Economic Development Services department, you will be responsible for carrying out the day to day cleaning of the office in Andover. Responsible for ensuring that the toilet & kitchen facilities and offices throughout are in a safe and presentable condition and the cleaning has been carried out to the standards expected by the Council.			
Main responsibilities and duties			
<ol style="list-style-type: none">1 To carry out cleaning duties ensuring that the cleaning is completed to the standards expected by the Council.2 To carry our regular inspections of all facilities to ensure that they are safe and presentable to the public and report any findings.3 To complete paper work including timesheets.			
<p>NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.</p> <p><i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i></p>			

Supervision and management
N/A
Resources
N/A
Contacts and relationships
You will report to the Premises Manager and will liaise on site with the Chargehand Supervisor with regards to day to day cleaning issues.
Working environment
<ul style="list-style-type: none"> • Cleaning of office areas, toilets and kitchens. • Will involve contact with cleaning chemicals. • Will involve manual handling and operating cleaning machinery (training will be provided) • Will involve contact with human blood, bodily fluids and waste.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
None required, full training will be provided.	
Knowledge	
Knowledge of cleaning required. COSHH (Control of Substances Hazardous to Health) awareness.	E D
Experience	
Gained at least one year's experience in all aspects of commercial building cleaning.	E
Key skills	
To think and work as a team member whilst often working alone Ability to manage one's own duties without supervision and in accordance with the high standards expected.	E E

Personal qualities and behaviours	
The ability to remain polite whilst undertaking duties. Attention to detail. Able to prioritise tasks.	E E E
Other Factors	
A uniform will be provided.	
Corporate Responsibilities	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p>Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p>Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p>Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p>Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.</p> <p>Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p> <p>Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.</p> <p>Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.</p>	