

Cleaner

1 JOB DESCRIPTION

Faculty / School or Division: Campus Division

Faculty/School or Division Address: Temple Quarter Enterprise Campus

Job Family:	Operational Services		
Grade:	A	Salary range:	£24,479 per annum pro rata (£13.45 per hour)
Hours of work:	17.5 per week	Contract type:	Open Ended
Work pattern:	Monday – Friday	Vacancy Reference Number: SUPP113861	

1.1 Main Job Purpose

To carry out general cleaning and other related duties in University buildings to ensure that staff, students, and visitors are provided with a cleaning service that maintains a safe, clean, and hygienic environment.

1.2 Standard Responsibilities

- Undertake general cleaning duties such as: dusting, mopping, sweeping, vacuuming, floor buffing and washroom cleaning, following departmental procedures to achieve specified standards.
- Replenish soap, toilet paper and all other washroom supplies.
- Empty, clean and reline waste bins ensuring that household and recycled waste is collected and stored separately.
- Operate cleaning equipment following departmental procedures ensuring the equipment is clean and stored correctly, reporting any faults to the supervisor.
- Prioritise work to ensure essential work is completed at correct intervals.
- Ensure the correct use of cleaning materials and that chemicals are used in line with departmental and health and safety guidelines.
- Liaise with staff in the Facilities team to report any building issues.
- Assist in responding to emergency spills or cleaning incidents in the zone or wider University.
- Ensure fire escape routes through bin area and loading area are always kept clear and tidy.
- Take part in any other duties connected to the post of cleaner as directed by management.
- Keep up to date with statutory training requirements.

1.3 Relationships

Line manager: Cleaning Operations Manager

Line manager to (where appropriate): Not applicable

1.4 Job Hazards and Pre-employment Checks

The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

- There will be regular manual handling responsibilities including the movement of waste and bins as appropriate.
- The role includes physical tasks such as dusting, mopping, sweeping, vacuuming, floor buffing and washroom cleaning which will involve a range of movements including bending, kneeling and reaching.

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
An awareness and understanding of basic health and safety issues.	x		I
Good communication and interaction skills.	x		I
Experience working in a customer facing environment.		x	A/I
Experience in a cleaning role and a good understanding of cleanliness & hygiene.		x	A/I
A reasonable level of literacy and numeracy skills.	x		A/I
Ability to prioritise workload.	x		I

A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group