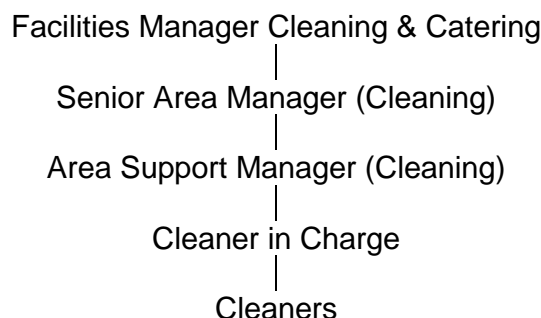


ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE	:	NEIGHBOURHOODS
SECTION	:	FACILITIES MANAGEMENT
LOCATION	:	NUMBER ONE RIVERSIDE, ROCHDALE
JOB TITLE	:	Cleaner in Charge
Grade	:	3
Accountable to	:	Building Manager/Facilities Manager Cleaning & Catering/Senior Area Manager (Cleaning) /Area Support Manager
Accountable for	:	Provision of service and cleaning staff on site.
Hours of Duty	:	35 hours per week Monday to Friday 6.30am-11am & 4.30pm-7pm. Hours maybe subject to change dependant on the needs of the service.
Any Special Conditions of Service	:	<p>All duties to be completed in a manner consistent with the Councils philosophy and in accordance with it's Equal Opportunities</p> <p>Cleaners in Charge should not leave the premises during duty hours without notifying the Senior Area Manager/Building Manager/Team or the delegated person, or by prior arrangements with either of these persons.</p> <p>To be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.</p>

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

Organisational Chart



PURPOSE AND OBJECTS OF THE JOB

To undertake duties concerned with the cleanliness both internally and externally, so as to ensure a safe and satisfactory working, environment for all who use the premises and grounds in accordance health and safety and all other local authority regulations. This will include cleaning, security, maintenance, portage and other duties arising from the use of the premises, hard surfaced areas and grounds (including all grassed areas).

Control of Resources

Personnel

Supervision of cleaning staff

Financial

Responsible for ensuring time sheets accurate and are submitted on time

Equipment/Materials

Ensuring the appropriate levels of cleaning/equipment materials are available. Ordering in accordance with the local authority procedures and maintaining accurate records as required. Also dealing with any enquiries/complaints arising from the use of the materials.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements and that of his team in accordance with the Council's Performance Management Framework.

Relationships (Internal and External

Dealing with enquiries from and liaison with all staff in particular and the Authority in general, contractors and other work persons on the premises, and generally with members of the public as necessary.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with RMBC Equal Opportunities policy.
- (ii) Ensure that RMBC commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- ☐ Valuing our people
- ☐ Focusing on customers
- ☐ Acting with integrity
- ☐ Using time and money wisely
- ☐ Working together
- ☐ Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. Cleaning as required by the Senior Area Manager or other nominated person.
2. Porterage and handy-person duties, including minor repairs to premises and equipment. Any repairs, defects etc beyond the competence of the postholder should be reported in accordance with the building procedures.
3. Ensure safe access/egress to the premises and grounds in the event of snow, ice or other materials which serve to make the ground hazardous.
4. Ensuring the building is presented in the best possible manner to the users and visitors.
5. Completion of any reports or records required as a consequence of Local Authority procedures or statutory provisions
6. Supervision of cleaning staff according to the instructions of the Senior Area Manager including arranging for the completion of timesheets and make arrangements for absences of cleaning staff.

Breakdown of Duties

1. Providing safe access/egress to the premises in the event of snow, ice, flooding or similar situations.
2. Awareness and implementation of emergency procedures.
3. Knowledge of the location of valves, stop-taps
4. Ensuring that all the cleaners' rooms are clean, tidy and kept clear of accumulated refuse.
5. Receiving delivery of goods/materials where necessary storing them safely as required.
6. Ensuring that all cleaning equipment is maintained in a safe mechanical, clean working condition or that arrangements are in place for this purpose.
7. Practising and encouraging good housekeeping with energy conservation and equipment. Reporting waste to the Building Manager where appropriate.

8. Attending training courses as required.
9. Reporting and irregularities within the building to the Building Management team.
10. Ensure that all fire doors are closed throughout the building.
11. Assisting in preparing the building for use by visitors, guests .
12. Assisting in preparing for bookings. Clearing and cleaning up after these bookings .
13. Maintaining records of any repair or maintenance work carried out on the cleaning equipment.
14. Notifying the Building Manager of any Health and Safety and Fire Precaution issues.
15. Reporting to the Building Manager any occurrence or defect of the building and area within the curtilage of the premises including those appertaining to the Health and Safety at Work Act, COSHH regulations etc.
16. Drawing to the attention of the Building team any repair or maintenance work required beyond the competence of the Cleaner in Charge in accordance with the report procedures laid down.
17. Porterage in connection with the deliveries into the building. Porterage of furniture, equipment and supplies for general building purposes.
18. Ensuring on a regular basis, that all external doorways and immediate surrounding areas are clean and free from litter and that litter receptacles are emptied. Cleaning of ground floor drains and gullies.
19. Clearing of litter, on a regular basis, all outside paved areas within the curtilage of the building
20. Clearing broken glass from any area
21. The Cleaner in Charge is required to be conversant in the use of chemicals used in connection with the cleaning activity and in particular should ensure that COSHH regulations are followed at all times.
22. Spot cleaning any areas including during the day, on request or as required.
23. Washing off, writings, graffiti from walls.
24. Ensuring the premises, furniture and equipment are cleaned to the cleaning specification.
25. Supervisor of cleaner.
 - (i) Assisting in the planning work programmes, organising work programmes and allocating work areas for self and the building cleaners.
 - (ii) Ensuring that cleaner is aware of the requirements for timesheets, accident reports, procedures for reporting sick, in accordance with the Authority's conditions of service, systems of fire drill and the safe working practice as required by the Health and Safety Act.

(iii) Carrying out the normal supervisory duties of staff and premises
Maintaining a good working atmosphere and encouraging team spirit,
ensuring good timekeeping, dealing with individual and group grievance
problems, as first line supervision.. Ensuring that work is done correctly
and promptly.

(iv) Ensuring that the timesheets are correctly made out and signing that
cleaners' timesheets are a correct record of time worked.

26. To clear from hard surfaced areas and grassed areas hazardous materials (eg glass, debris, spillages) for safety reasons and within the context of maintaining the building and its grounds in presentable manner.
27. Any other such duties reasonably falling within the purview of the post that may be required from time to time by the Building Manager

NB: THE ABOVE IS NOT AN EXHAUSTIVE LIST OF DUTIES AND OTHER DUTIES OF A SIMILAR NATURE MAY BE UNDERTAKEN FROM TIME TO TIME.

SCHEDULE 1 - SAFE ACCESS AND EGRESS

i) Snow

Clearing of doorways and immediate lead in path to a width of at least 3 feet or 1 metre, to allow free access and egress to and from the premises.

ii) Ice

Covering the affected areas with rock salt/grit as required.

iii) Flood

Removal of excess water by squeegees or sweeping brushes, or if necessary by wet/dry suction machine to allow safe access and egress.

SCHEDULE 2 - HEALTH AND SAFETY

- i) The Cleaner in Charge should notify the Building Manager or designated person of any defects or occurrences in or on the premises that could be deemed a Fire Precaution or Health and Safety issue.
- ii) The Cleaner in Charge may also be required to accompany the Health and Safety Representative around the site to assist in the clarification and reporting of any Fire Precaution or Health and Safety issue.

SCHEDULE 3 - CLEARING OF LITTER

i) Paved Areas

- (a) On a regular basis and/or when required to collect all litter, place in a waste bag if possible and transport to bin area for disposal. An outline guide for general types of litter would include cans, plastic containers, waste paper, glass and anything which could be deemed a Health and Safety hazard.

ii) **Premises and Grounds**

- a) Carry out or assist as required in the collection and removal of litter as detailed above in relation to the premises and grounds.

Job Description prepared by Yvonne Wilson Date December 2012

Agreed by postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Cleaner in Charge
Section :	Facilities Management	Post Number :	
Job Ref:		Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Questions		
1 Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale?	E	AF and I
2 Are you willing to undertake training as required?	E	AF and I
(a) Qualification and Experience		
3 What is your experience of cleaning duties, use of machinery, maintenance/repair works and security of buildings?	E	AF and I
(b) Skills and Knowledge		
4 A good standard of English and Maths is needed for this position – please give examples of your ability.	E	AF and I
5 What abilities do you have to be able to communicate effectively, politely and respectfully, particularly when dealing with users of the building?	E	AF and I
6 Please give details of your ability to work within teams and supervision of staff?	E	AF and I
7 How would you work flexibly in the absence of the cleaner to ensure smooth running of the building?	E	AF and I
8 Please explain your capability of completing documentation as necessary to keep records of checks made and order stock.	E	AF and I
9 Please give details of your ability to undertake light/moderate lifting and climbing/ladder use	E	AF and I
10 Please explain why it is important to work within the building policies e.g. Health and Safety, Equality etc?	E	AF and I
(c) Behaviours and Values		
11 Approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
12 If applying as part of the Armed Forces Scheme: Please	D	AF/I

	confirm your last long term employer was the Armed Forces.		
13	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I