

Directorate:	Place
Section:	Citywide Services

Job details

Job title:	Cleaner/General Assistant
Grade:	Grade 1B, SCP 3-4
Location of work:	Designated Educational/Non Educational buildings across the City
Directly responsible to:	Area Cleaning Supervisor
Hours of duty:	Varied to suit locations
Primary purpose of the job:	The cleaning of premises to the required standard and meeting individual customer requirements including laundry duties and basic food preparation.
Post ref no:	

Main duties and responsibilities/accountabilities

1.	The cleaning of designated areas, toilets and associated facilities against an agreed cleaning specification.
2.	Report to the Area Supervisor/Caretaker/Manager matters which require attention e.g. bulb out, toilet blocked, etc.
3.	Ensure lights are switched off, doors and windows secure.
4.	Opening/locking building and setting/unsetting alarms if required.
5.	Keep cleaning equipment in a safe and clean condition and report any unsafe, faulty or broken electrical equipment to the Area Supervisor immediately.
6.	Keep cleaning cupboard and sluice clean and tidy.
7.	To use correct dilutions of cleaning chemicals to ensure efficient use.
8.	Undertake laundry duties as required.
9.	Perform domestic duties in the kitchen.
10.	Attend training courses as required and participate in staff meetings if requested.

11. Undertake any other such duties that are reasonably commensurate with the levels of this post.
12. Promote good relationships with customers and colleagues.
13. Assist at other Citywide Services units as required.
14. The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.
12. Contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: February 2016

Prepared/revised by: Paula Worthington

Agreed job description signed by holder: