

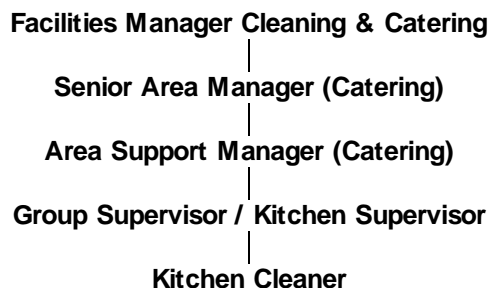
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	NEIGHBOURHOODS
<b>SECTION:</b>	FACILITIES MANAGEMENT
<b>LOCATION:</b>	Various locations throughout the Borough
<b>JOB TITLE:</b>	Casual Kitchen Cleaner
<b>POST NUMBER:</b>	
<b>Grade:</b>	1
<b>Accountable to:</b>	Group Supervisor/Area Support Coordinator
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	Various hours between 8am – 2pm
<b>Any Special Conditions of Service:</b>	<p>External applicants applying for this post must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.</p> <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 R B C.</p> <p>Appointment to this post is subject to an enhanced DBS including a barred list check against the child workforce</p>

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

## **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To undertake, individually or as part of a team, the cleaning of designated premises and associated accommodation to ensure that they are kept in a clean and hygienic condition. Duties will include dishwashing, cleaning kitchen areas as directed, setting up of the dining room.

## **Control of Resources**

### **Personnel**

N/A

### **Financial**

N/A

### **Equipment/Materials**

Cleaning material, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

## **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 in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### **Internal**

Immediate Supervisor, Group Supervisor, Area Manager and designated Officers of the Authority, pupils.

### **External**

Parents/members of the public.

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **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. Clear dishwasher as directed
2. Setting up, laying of tables and clearance of service and dining areas.
3. General cleaning and washing up duties.
4. Occasional deep cleaning of kitchen and equipment.
5. Emptying bins and recycling as per kitchen requirements.

## **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Neighbourhoods</b>	<b>Post:</b>	<b>Casual Kitchen Cleaner</b>
<b>Section :</b>	<b>Facilities Management</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>1</b>

**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.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Filter Questions</b>		
1 If you are an external candidate please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale.	<b>E</b>	<b>AF</b>
2 Are you willing to undertake training as required?	<b>E</b>	<b>AF, I</b>
<b>(a) Special Working Conditions</b>		
3 Are you willing to wear protective clothing (PPE)	<b>E</b>	<b>AF,I</b>
4 Please confirm you are willing to work in other kitchens within the Borough.	<b>E</b>	<b>AF,I</b>
<b>(b) Qualifications and Experience</b>		
5 Please give details of any previous cleaning experience.	<b>E</b>	<b>AF,I</b>
6 Please provide details of your experience of working as part of a team	<b>E</b>	
7 Please give details of your numerate and literate skills.	<b>E</b>	<b>AF,I</b>
8 Do you have the ability to undertake light/moderate lifting?	<b>E</b>	<b>AF, I</b>
<b>(c) Skills and Knowledge</b>		
9 What abilities do you have to undertake kitchen cleaning duties to meet the required standard?	<b>E</b>	<b>AF,I</b>
<b>(d) Behaviours and Values</b>		
10 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.	<b>E</b>	<b>AF,I</b>
11 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces	<b>D</b>	<b>AF,I</b>
12 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.	<b>D</b>	<b>AF,I</b>