

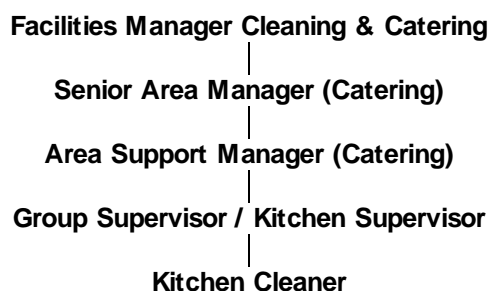
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	NEIGHBOURHOODS
SECTION:	FACILITIES MANAGEMENT
LOCATION:	Various locations throughout the Borough
JOB TITLE:	Casual Kitchen Cleaner
POST NUMBER:	
Grade:	1
Accountable to:	Group Supervisor/Area Support Coordinator
Accountable for:	N/A
Hours of Duty:	Various hours between 8am – 2pm
Any Special Conditions of Service:	<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 enhanced Disclosure and Barring Service including a barred list check against the child workforce</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>External applicants applying for this post must be a Rochdale resident who lives within the municipal boundaries of the borough of Rochdale.</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**

Service :	Neighbourhoods	Post:	Casual Kitchen Cleaner
Section :	Facilities Management	Post Number :	FMADCS000009
Job Ref:		Grade:	1

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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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
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.	E	AF
(a) Special Working Conditions		
2 Are you willing to undertake training as required?	E	AF, I
3 Are you willing to wear protective clothing (PPE)	E	AF, I
4 Please confirm you are willing to work in other kitchens within the Borough.	E	AF, I
(b) Qualifications and Experience		
5 Please give details of any previous cleaning experience.	E	AF, I
6 Please provide details of your experience of working as part of a team	E	AF, I
(c) Skills and Knowledge		
7 Please give details of your numeracy and literacy skills.	E	AF, I
8 Do you have the ability to undertake light/moderate lifting?	E	AF, I
9 What abilities do you have to undertake kitchen cleaning duties to meet the required standard?	E	AF, I
(d) Behaviours and Values		
10 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF, I
Armed Forces		
11 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces	D	AF, I
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.	D	AF, I