Housing & Economy Services

SUPPORT SERVICES CLEANNG SECTION

Job Description

Post: Cleaner

Job Purpose: To ensure an efficient and effective cleaning service is delivered in all the buildings within the central contract in addition to external individual contracts.

Principal Accountabilities

The range of work carried out by the cleaning staff covers the cleaning of all rooms, toilets, halls, corridors, staircases, classrooms, sports halls and other such areas that are in use at the direction of the Site/Area Supervisor.

1. Carrying out all work to the recognised satisfactory standard and at the frequencies laid down by the authority as instructed by the Site/Area Supervisor.
2. Reporting to the Site/Area Supervisor anything that is likely to affect their work or anything they consider he/she should be aware of.
3. Maintaining storage lockers, cupboards and machinery in a clean and tidy condition.
4. Using cleaning equipment and materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment.
5. Signing in, signing out each day and completing any required paperwork. Informing the Site/Area Supervisor as soon as possible of any reason effecting your attendance at work.
6. Any other work instructed by the Site/Area Supervisor.
7. To read and comply with the authorities Health & Safety and COSHH Documents.