**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

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| **Job Title:** Cleaner | **Job ref no:** ISD-0392-22 |
| **Grade:** 1 | **Department:** ISD Estates |
| **Accountable to:** Supervisor of Cleaners | **Responsible for:** N/A |

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| **Job summary:**  As part of the Hawkshead Campus Services team, to maintain a high standard of cleanliness throughout the Campus. |

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| Competency: Communication  Key tasks:   * Day to day contact and liaison with a wide range of internal personnel including colleagues in the Estates Department, academics, staff and students. |
| Competency: Service Delivery  Key tasks:   * To undertake cleaning including body spillages animal or human in a variety of areas within the college including offices, corridors, stairs, classrooms, toilet/washrooms and clinical areas. * The use of appropriate equipment and machinery for cleaning/polishing purposes. |
| **Competency: Teamwork and Motivation**  **Key tasks:**   * To work as part of the Campus Services Team to ensure delivery of an effective and efficient cleaning service. * To provide cover for absent colleagues as required. |
| **Competency: Work Environment**  **Key tasks:**   * To ensure that all working practices are carried out to the required standard in line with health and safety regulations. * To be responsible for the notification of any defects identified in the course of the work. |
| **Competency: Flexibility**  **Key tasks:**   * Demonstrate a flexible approach to the delivery of the work within the Department. Consequently, the postholder may be required to perform duties not specifically identified in the job description but which are in line with the responsibilities of this post. * To undertake training as required or directed to allow safe working practices and enforcement of personal skills. * To undertake occasional duties outside of normal working hours including bank holidays and weekends**.** |
| Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |