# Job Description

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St.Helens Council

**Post:** Cleaner

**Department:** Place Services

**Grade:** SCP 2

**Responsible to:** Facilities Services Supervisor

**Purpose of the Post:** **To provide a cleaning service to schools and other buildings throughout the Borough, ensuring working areas are a safe environmental for themselves, staff, pupils and the public.**

## Duties and Responsibilities:

1. Maybe required to work individually or as part of a team under the direction in some instances of either a Senior Cleaner or Caretaker, ultimately responsible to the Area Supervisor.

2. To undertake the Cleaning routine of designated areas within each establishment, which may include classrooms, offices, corridors, halls, toilets etc.

   A. Routine Cleaning includes

   Sweeping
   Vacuuming
   Emptying of litter bins
   Polishing
   Dusting
   Washing
   Mopping
   Outside Steps & Fire Exit Steps to be kept free of debris
   Bins to be put out for collection each week on collection day

3. May be required to order cleaning materials (dependant on where located) twice yearly within budget allocation.

4. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

5. To comply with the Council's Comprehensive Equality Policy and to ensure it is implemented within the service area of the post.

6. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

7. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: October 2005**
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