



# Job Description

make the right move - join us



St. Helens Council

|                             |  |
|-----------------------------|--|
| <b>Post:</b>                | <b>Senior Cleaner - HBD</b>  |
| <b>Department:</b>          | <b>Place Services</b>  |
| <b>Grade:</b>               | <b>SCP 03</b>  |
| <b>Responsible to:</b>      | <b>Facilities Services Supervisor</b>  |
| <b>Responsible for:</b>     | <b>Cleaners</b>  |
| <b>Purpose of the Post:</b> | <b>To provide a cleaning service for Hardshaw Brook Depot, ensuring working areas are a safe environment for themselves, staff and public.</b> |

## Duties and Responsibilities:

1. Organise cleaning staff in their day-to-day activities.
2. Arrange staff cover for periods of sickness and holidays.
3. Monitoring areas of work undertaken by on site cleaning staff.
4. Provide on site training to cleaning staff in cleaning operations.
5. Undertake routine cleaning duties as instructed by the Cleaning Supervisor  
These will include: -

### **Routine Cleaning Includes**

Sweeping  
Vacuuming  
Emptying of litter bins (As Appropriate)  
Polishing  
Dusting  
Buffing  
Washing  
Mopping  
Glass Cleaning  
Toilet Cleaning

### **Periodic Work Includes**

Carpet & Upholstery Cleaning  
Scrubbing of hard floors  
Washing of table and chairs  
\*Periodic work will be scheduled on a quarterly basis

6. Able to undertake routine paperwork. This will include: -

Monitoring sheets  
Site inspections  
Ordering of stock  
Stock control  
Time sheets



# Job Description

make the right move - join us



St. Helens Council

7. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
8. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
9. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
10. 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 postholder/s at the appropriate time.**

**Date Prepared: January 2012**

**Date updated: December 2014**

**Date updated: January 2019**