Job Description

Post: Cleaners

Post Number:

Department:

Grade: SCP 5 – 7

Responsible to: Variable to the needs of the service

Responsible for:

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 and 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	*B Periodic work includes
Sweeping	Carpet & Upholstery Cleaning
Vacuuming	Scrubbing / Polishing of Hard Floor
Emptying of litter bins	Wall Washing
Polishing	Washing of tables & chairs
Dusting	
Buffing	* Periodic work will be undertaken in
Washing	Schools during holiday periods
Mopping	

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 ensure that it is implemented within the service area and amongst employees within the remit of the post.
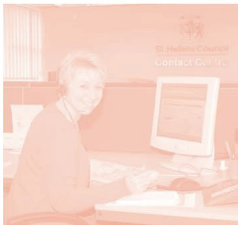
6.   To comply with the Council's Data Protection Policy and Code of
        Practice within the service area and amongst employees within the remit
        of the post.

This post is subject to Disclosure.

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

**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 expert to revise this job description from time to time and will consult
the postholder/s at the appropriate time.**

Date Prepared : Re-Typed October 2005