APPOINTMENT OF CLEANER

Job Description

21 JUNE 2019
JOB DESCRIPTION:

POST TITLE: Cleaner

SALARY: Spinal Column Point 6

RESPONSIBLE TO: Cleaning Supervisor and the Facilities Manager

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

To help to ensure the provision of a sanitary, clean and tidy environment that is consistent with the values and activities of the College, promotes a positive image of the College, and enables teachers, staff, pupils, parents and other users of the College to do so safely and hygienically.

To work effectively as part of the cleaning team under the direction of the Cleaning Supervisor and to undertake the cleaning of any area within the College in a manner that complies with all relevant standards, regulations and good industry practice.

MAIN DUTIES AND RESPONSIBILITIES:

1.0 SERVICE DELIVERY

1.1 Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub, machine dry, strip and re-polish floor surfaces in accordance with the relevant performance standards and specified cleaning frequencies and using the appropriate cleaning methods, equipment and consumables.

1.2 Spot clean and remove stains and marks from soft floor surfaces such as carpets and matting in accordance with the relevant performance standards and specified cleaning frequencies and using the appropriate cleaning methods, equipment and consumables.

1.3 Clean, damp wipe, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to a height of 3.35 metres in accordance with the relevant performance standards and specified cleaning frequencies and using the appropriate cleaning methods and equipment. Dust and polish items of furniture as and when required.

1.4 Clean toilets, urinals, hand basins, sinks, baths, showers and all related fixtures and fittings in accordance with the relevant performance standards and specified cleaning frequencies and using the appropriate cleaning methods, equipment and consumables.

1.5 Replenish consumables such as soap, toilet rolls and paper towels as and when required.

1.6 Empty and clean internal litter bins and remove litter to the designated collection points.

1.7 Respond to and deal with unforeseen incidents and emergencies as required by the Cleaning Supervisor on a timely basis, including spillages, flooding, litter, toilet cleaning, and weather related circumstances.

1.8 Report any building and furniture defects and any health and safety issues or risks detected to the Cleaning Supervisor on an accurate and timely basis.
2.0 GENERAL CONDITIONS

2.1 All duties must be carried out strictly in accordance with:

▪ the Health and Safety at Work (Northern Ireland) Order 1978;
▪ the Control of Substances Hazardous to Health Regulations 2002;
▪ all relevant Acts of Parliament, Statutory Instruments and Regulations;
▪ all relevant Codes of Practice and any other legal requirements.

2.2 All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Cleaning Supervisor.

2.3 All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.

2.4 The post-holder will be required to provide cover for colleagues on sick leave and to report individual absence in accordance with the policies and procedures of the College.

2.5 When carrying out cleaning duties, the post-holder will be required to wear the appropriate personal protective equipment and work wear, including flat-soled enclosed-toe footwear.

2.6 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

2.7 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

3.0 TRAINING

3.1 The post-holder will be required to accept any training offered by the College for jobs graded at a higher level than this post. However, payment will only be made by the College where there is a requirement for the higher level duties to be carried out.

3.2 The post-holder will be required to accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

All of the duties and responsibilities set out above will be carried out within the context of ensuring that the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested or directed from time to time by the Cleaning Supervisor, the Facilities Manager, the Head of Corporate Services, the Principal, or the Board of Governors.

This generic job description has been evaluated by the Central Management Support Unit of the Education Authority, adopted by the Board of Governors of Victoria College, and is not subject to further evaluation.

It is acknowledged that the contents of this generic job description are not subject to appeal.