

Job Specification

Post Title: Cleaning Assistant

Reporting to: Caretaker / Supervisor / Operations Manager

Grade: Grade 1

Service Area: Thornespark Cleaning Services

This job specification outlines the qualifications, competencies and experience required for the post, together with an outline of the key tasks and responsibilities.

As part of our transformation programme 'Worksmart' the Council has introduced 4 workstyles: Workplace Based, Flexible, Mobile and Home Based.

*The workstyle(s) for this job is/are Workplace Based

*The workstyles for this job will be agreed as part of the implementation of the overall worksmart programme.

* delete/complete as applicable

Responsibilities and accountabilities

(What the job is expected to achieve)

OVERALL PURPOSE OF POST:

- **Keeping allocated areas clean and hygienic, to an acceptable standard working to a work schedule.**

MAIN TASKS

- Damp wiping of surfaces, fixtures & fittings.
- Dust sweeping and damp mopping of hard surfaced floors.
- Cleaning Sanitary Areas, including toilets, showers etc...
- Suction cleaning of carpeted floors.
- Using electrical equipment suitable for the job.
- Any other tasks outlined in the Work Schedule
- All of the above following H&S, COSHH and colour coded policies.

Responsibilities for resources

People

Budgets

Physical Resources

Characteristics of the post:

No experience is required as full training is given via a one day induction training course. We can offer secure employment, uniform and a good rate of pay along with a pension scheme through the LGPS. All successful employee's will have to be CRB checked and undergo a Health Screening before commencing employment, both paid for by the employer. Working in schools may include working mornings and/or doubling up of shifts during the school holidays.

Date completed: 28-June-2010