

Job Description

Post: Cleaning Operative £11.23/hour

Job Type: Permanent

To provide an efficient and effective cleaning service ensuring a high standard of cleaning is delivered and maintained, meeting customers' expectations.

You will be required to carry out cleaning and associated duties at establishments throughout the UTC.

Specific responsibilities include:

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
- Emptying litter bins, etc., and removing waste to designated areas and ensuring correct disposal.
- Cleaning of toilets and washrooms to the required standard where allocated.
- Spray cleaning and scrubbing floors.
- Using powered equipment where necessary (buffers, wet pick-up machines, vacuum cleaners etc.).
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or any other emergency cleaning.
- Undertake training, maintaining health and safety in the workplace and ensuring the correct process is followed for reporting faults.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities.
- Ensuring correct completion of work record sheets.
- Ensure that all Health & Safety procedures are followed.

Whilst performing the duties of this job, the employee is regularly required to:

- Walk & stand
- Climb
- Bend Forward
- Kneel Down
- Reach & grasp
- Push & Pull objectives
- Repetitive bending and lifting of items
- Repetitive arm movements

This job description sets out the main duties of the post, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

| PERSON SPECIFICATION | Essential / Desirable E/D | To be identified from: Application: A Reference: R Interview: I |
|--|------------------------------|---|
| CLEANING OPERATIVE | | |
| Education and Training | | |
| Basic education - literate and numerate | E | A/I |
| Commitment to undertake training | E | A/I |
| Experience | | |
| Previous work as a cleaning operative | E | A/I |
| Understanding of Health and Safety responsibilities | E | A/I |
| Understanding of cleaning techniques | E | A/I |
| Experience of using all types of cleaning equipment | D | A/I |
| Understanding of safe use of chemicals (COSHH) | E | A/I |
| Competencies | | |
| Able to deliver high standards of customer service | E | A/I/R |
| Friendly and personable able to communicate well with others | E | A/I/R |
| Ability to work as part of a team and support colleagues | E | A/I/R |
| Flexible approach to work | E | I/R |
| A willingness to take on new and challenging tasks | D | A/I |
| An understanding of and a genuine commitment to Equal Opportunities including contributing to diversity policies and programmes in relation to discriminatory behaviour. | E | A/I |
| Ability to operate safeguarding procedures to best effect | E | A/I |