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| **JOB PROFILE** | |
| **POST TITLE:** | | **Cleaning Operative** |
| **POST GRADE:** | | **Band A** |
| **JOB EVALUATION KEY:** | |  |
| **RESPONSIBLE TO:** | | **Commercial Catering & Cleaning Manager** |
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| **1** | **KEY TASKS** | |
|  | ***General Tasks*** | |
| **1.1** | To perform general cleaning duties and services to the highest standard | |
| **1.2** | To comply with the Health and Safety at Work Act 1974 | |
| **1.3** | To be aware of, comply with and contribute to Equality and Diversity, the Prevent Strategy and the Safeguarding and promoting of welfare of children and vulnerable adults | |
| **1.4** | To be a good ambassador for the College; supporting promotional and recruitment events as required e.g. open evenings, parent’s evenings and taster days. | |
|  | ***Specific Tasks*** | |
| **1.9** | Use of relevant cleaning equipment following training, where applicable | |
| **1.10** | Cleaning and tidying cleaners stores and COSHH stores after each usage and following COSHH guidelines | |
| **1.11** | Attending team meetings and contributing to efficient rota and round systems where required | |
| **1.12** | Completion of cleaning check sheets where applicable | |
| **1.13** | To be a recognised ‘buddy’ as part of Furness College Lone Working processes where required | |
| **1.14** | To promptly identify to management where any unsafe working practices are identified and to identify where machinery or equipment requires repair or replacement which may be a barrier to completion of work | |
| **1.15** | To attend training or development where required and carry out duties of work outside the normal daily routine as required | |
| **2** | **KEY RESPONSIBILITIES** | |
| **2.1** | Daily cleaning of all areas to include (but not limited to) classrooms, offices, laboratories, kitchens, store rooms, stairwells, corridors, toilets, changing rooms, workrooms and workshops. | |
| **2.2** | To carry out opening up and locking up duties, following appropriate training, when required | |
| **2.3** | To use College machinery and equipment to effectively carry out tasks efficiently | |
| **2.4** | To work independently and to use own initiative in carrying out duties | |
| **2.5** | To attend team meetings and undertake continued professional development and training as appropriate to meet college priorities | |

*This job description may be updated and amended through consultation during the Performance Management process*

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| **PERSON SPECIFICATION** | |
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| **ATTRIBUTES** | **ESSENTIAL** | | **DESIRABLE** | **HOW THIS IS IDENTIFIED** |
| **Qualifications** | * Level 1 Maths and English or willingness to improve | | * COSHH/Legionella / asbestos Awareness training (or willingness to obtain) | * Application form/ CV * Certificates * Assessments |
| **Knowledge** | * Appreciation of confidentiality | | * Manual Handling * Working with members of the public | * Application form/ CV * Certificates * References * Interview |
| **Experience** | * Experience of cleaning in large premises | |  | * Application form/ CV * References * Interview |
| **Disposition/ Attitude** | * Awareness of Equality and Diversity * Suitable to work with children and vulnerable adults * Good interpersonal skills * Ability to work alone or as part of a team * Reliable and organised * Flexible | |  | * Application form * References * Interview * Assessments |
| **Practical and intellectual skills** | * Ability to work to tight deadlines | |  | * Application form * References * Interview * Assessments |