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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
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| **Knowledge** | * Appreciation of confidentiality
 | * Manual Handling
* Working with members of the public
 | * Application form/ CV
* Certificates
* References
* Interview
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| **Experience** | * Experience of cleaning in large premises
 |  | * Application form/ CV
* References
* Interview
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| **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
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| **Practical and intellectual skills**  | * Ability to work to tight deadlines
 |   | * Application form
* References
* Interview
* Assessments
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