



## JOB DESCRIPTION

<b>Job Title:</b>	Cleaner	<b>Grade:</b>	1
<b>Section:</b>	Facilities	<b>Reference:</b>	
<b>Job Objectives:</b>  1. To maintain premises in a clean and hygienic condition.			
<b>Reporting to:</b>	Cleaning Supervisor		
<b>Reporting to the position:</b>	None		
<b>Interface with:</b>	Staff and Students		
<b>Approved by:</b>	Colin Watson	<b>Date:</b>	22/12/21
<b>Signature of Post Holder:</b>			<b>Date:</b>

## **Duties and Responsibilities:**

- 1 Maintain premises in a clean and hygienic condition.
  - a) Regularly remove rubbish and debris from worktops, sills and floors.
  - b) Regularly sweep/wash/polish vinyl floor coverings.
  - c) Strip seal from vinyl floor covering as necessary.
  - d) Scrub floors as necessary.
  - e) Apply seal to floors as necessary.
  - f) Regularly vacuum carpeting to keep clean.
  - g) Empty waste bins.
  - h) Regularly clean dust/polish work surfaces, doors, skirting boards etc.
  - i) Regularly clean glass door panels and glass balustrades.
  - j) Clean seating throughout as found necessary.
  - k) Undertake all duties in a manner which will not endanger self or others.
  - l) Undertake any other cleaning duties as directed by the cleaning supervisor or the facilities supervisor.
- 2 Undertake all relevant Training
  - a) Carry out Health & Safety COSSH training
  - b) Carry out specialist equipment training
  - c) Carry out all other training deemed necessary by Line Manager