



JOB DESCRIPTION

Job Title:	Cleaner	Grade:	1
Section:	Facilities	Reference:	
Job Objectives: 1. To maintain premises in a clean and hygienic condition. 2. To carry out all works in a safe manner			
Reporting to:	Cleaning Supervisor		
Reporting to the position:	None		
Interface with:	Staff and Students		
Approved by:	Colin Watson	Date:	03/11/25
Signature of Post Holder:			Date:

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) Regularly clean toilet areas
 - d) Scrub floors as necessary.
 - e) Regularly vacuum carpeting to keep clean.
 - f) Empty waste bins.
 - g) Regularly clean dust/polish work surfaces, doors, skirting boards etc.
 - h) Regularly clean glass door panels and glass balustrades.
 - i) Clean seating throughout as necessary.
 - j) Undertake all duties in a manner which will not endanger self or others.
 - k) Undertake any other cleaning duties as directed by the Cleaning Supervisor or the Facilities Supervisor.
 - l) Follow all risk assessments and safety data sheets
 - m) Adhere to all Health & Safety legislation, guidance and codes of practice
- 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