

POST DESCRIPTION AND PERSON SPECIFICATION

POST	CLEANER – HALLS OF RESIDENCE
SALARY	Grade 1 (Bar): £15,137 - £15,901 per annum pro rata
HOURS OF DUTY	16 & 20 Hours per Week
LOCATION	Riverside Campus
REPORTING TO	Cleaning Supervisor - HOR
RESPONSIBLE FOR	N/A

KEY RESPONSIBILITIES

1. Cleaning of designated areas to ensure cleanliness and hygiene.

KEY ROLES

1. Clean, wash, sweep, vacuum and empty litter bins.
2. Deep clean bedrooms and make beds on departure of residents.
3. Maintain cleanliness of public access areas and rectify problems when necessary.
4. Clean toilets, ensuring there is no risk of contamination.
5. Conduct checks for cleanliness in toilet areas, rectifying problems as necessary.
6. Utilise and store cleaning materials in the correct manner in accordance with health & safety requirements.
7. Adhere to security and energy efficiency requirements after completion of cleaning.
8. Report any faults or damage to the HOR Manager.
9. Deposit any lost or left property with HOR Manager.
10. Wash, dry and iron linen as required.
11. Deep clean kitchens and kitchen equipment when flats are vacated

POST DESCRIPTION AND PERSON SPECIFICATION**GENERAL**

1. Implement College policies, particularly those relating to equality and diversity
2. To implement Health and Safety and security measures in accordance with statutory and College requirements
3. Be a role model supporting College values and corporate management
4. Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed

Every Post Description will be subject to review;

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Cleaner	Estates & Facilities

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Standard Grades or equivalent		<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
			<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
Occupational Experience		Cleaning experience	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
			<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
Personal qualities and competencies	Interpersonal and communication skills	Team working ability	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review
	Client focused	Awareness of health & safety issues	<ul style="list-style-type: none"> • Application • Interview • Reference • Career Review

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