

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Cleaner	JEID	A0006
Salary Grade:	Scale A , SPC 1 -2 ( £17,842 pro rata) @ £9.25 Hourly rate		
Team:	Corporate Facilities Services		
Division / Service:	Enabling Services		
Directorate:	Property Services		
Primary Location:	See advert details		
Responsible to:	Site Supervisor or Ops Team / Area Manager		

### Role Purpose

- To provide a level of cleaning at county sites that achieves or improves upon the standards laid down in the specification
- To work as part of a team (where applicable) to promote Warwickshire County Council Services
- To comply with all Health & Safety Legislation, promoting a safe working environment for yourself and Colleagues

### Role Responsibilities

Duties include, but not limited to:

- Cleaning and descaling of toilets and showers
- Cleaning of internal glass
- Cleaning of stairways and landings
- Cleaning of offices
- Cleaning of specialist units where applicable

Responsibilities:

1. To use electrical equipment (polishers, vacuums, steam machines) in a safe and proper manner following all safety precautions including checking for damage to cables and plugs at the commencement and finish of usage

2. To ensure that all equipment is cleaned and stored in the appropriate manner and all dust bags are emptied as required
3. To ensure full compliance with COSHH regulations to include correct dilution rates and usage according to manufacturers instructions
4. To comply with the quality policy within Corporate Services and actively comply with all aspects of Customer Care
5. To be punctual and complete all contracted hours and ensure correct recording of these times in the daily log
6. To complete all training deemed necessary by the Site Supervisor and/or Ops Team Manager
7. To assist the Site Supervisor/ Ops Team Manager in providing cover in the absence of staff
8. Any other duties as required by Site Supervisor/Ops Team Manager.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Essential Criteria	Assessed By:
Must be able to recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service deliver	I
Must be able to communicate well with customers and staff and have a clear understanding of Customer Care	I
Must after training be able to use all cleaning equipment	T
Team working – able to work within a team and on own initiative	A, I
A willingness to undergo any training that is required	I, T
<b>For education based sites</b> - The successful applicant will be subject to a criminal record enhanced check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed	A, I, D

### Desirable Criteria

Desirable Criteria	Assessed By:
Previous cleaning experience	I
Use of floor polishing/wet vac machines	T

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of objects ie vacuums, mops, brushes	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis where required	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	