

Job Description

For Non-Streamlined Positions

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 and generic 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:	Caretaker / Cleaner	JEID	A0046
Salary Grade:	Scale D – SP 4-5		
Team:	Enabling Services		
Service Area:	Property Services		
Primary Location:	Pound Lane Learning Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Facilities Supervisor		
Responsible for:			

Role Purpose

To provide a high-quality cleaning and caretaking service, to maintain a safe, secure and clean environment for all staff and visitors.

Role Responsibilities

To undertake daily cleaning of all rooms, washrooms and common areas including resupply of consumables.
To remove all recycling and waste from around the site daily.
To undertake regular statutory compliance checks to include testing of fire alarms, assisting with planned fire evacuations, testing of emergency lighting and monitoring of water hygiene.
General portering and room set up prior to training sessions.
Carrying out snow clearance & pre weather gritting when required.
Carrying out all janitorial duties as required including litter & leaf clearance of access areas.
Reporting any defects to the Caretaking Supervisor and carrying out minor repairs / maintenance as required.
Monitoring of car parks and external areas.
Monitoring of Contractors on site in accordance with Asbestos Regulations and Health & Safety Legislation.
Responsible for ordering & storing all janitorial supplies, cleaning materials & equipment as required in accordance with COSHH Regulations.
To be responsible for ensuring clear and safe pedestrian access to the premises, particularly in adverse weather conditions (e.g., snow clearing, gritting).

To undertake daily security checks of the premises and perimeter.

To undertake the opening, closing and commensurate duties at other sites as requested, to provide cover for staff holidays and sickness leave.

To ensure the heating plant and equipment is efficiently and effectively operated and report defects and malfunctions to the Facilities Supervisor.

To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters, and diffusers, in accordance with safe working practices.

To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.

To ensure that gullies, drains etc. are kept free from debris and that the premises and grounds are litter free.

Must hold a valid driving license.

To undertake minor improvements such as the erection of small shelves, display and notice boards and to undertake basic DIY repairs.

Any other duties required by the Facilities Supervisor which are commensurate and within the spirit/scope of the role.

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

Assessed By:

Must be able to work under on own initiative and under pressure	A I
Must be literate & numerate in order to complete relevant paperwork for post.	A I
Must be able to communicate well with customers and staff and have a good knowledge & understanding of Customer Care	A I
Must be presentable and approachable.	I
Must be able to organise and prioritise workload	A I
Must be able to recognise discrimination and be able to demonstrate an awareness of, and commitment to, equal opportunities in service delivery	A I
Must be willing to undergo relevant training	A I
Must be extremely flexible with working hours to meet operational needs	A I
Must operate as an Ambassador for the service at all times	A I
Must be a strong team player	A I
Previous cleaning or caretaking experience	I
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		Assessed By:
Basic knowledge of Health & Safety at Work		A I & D
Good organisational skills		A I

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 people (including pupils) or objects	<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 checked="" 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	<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 checked="" type="checkbox"/> Working on/ or near a road	<input checked="" 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 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 checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	