

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	M0441
Salary Grade:	Scale A		
Team:	Waste Management		
Division / Service:	Facilities		
Directorate:	Communities		
Primary Location:	Household Waste Recycling Centre and Transfer Station		
Car User:	Casual		
Responsible to:	Site Supervisor or Area Contract Manager		

Role Purpose

- To provide a high level of cleaning at the waste recycling and transfer station to ensure the staff and office areas are hygienic, clean, tidy and free from waste materials.
- 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

- Cleaning and descaling of toilets, showers and sinks
- Cleaning of kitchen area
- Cleaning of internal window glass
- Cleaning of offices
- Cleaning floors
- Emptying office recycling and waste bins
- Litter picking

Responsibilities:

1. To use electrical equipment (e.g. vacuums) 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 manufacturer's instructions.
4. To be polite, courteous and friendly to others and 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 Area Contract Manager
7. To assist the Site Supervisor/ Area Contract Manager in providing cover in the absence of staff as relevant to the post and grade.
8. Any other duties as required by Site Supervisor/ Area Contract Manager in line with the post and grade.

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 recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service delivery	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
A willingness to undergo any training that is required	I & T
An interest in recycling and waste reduction	I

Desirable Criteria

	Assessed By:
Previous cleaning experience	A, I & D