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/Caretaker	JEID	A0006
Salary Grade:	Scale A SPC 1-2 @ £13.28 Hourly rate		
Team:	Soft FM		
Division / Service:	Enabling Services		
Directorate:	Property Services		
Primary Location:	Paynes Lane Rugby		
Responsible to:	FM Team Leader North/FM Manager North		

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.

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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 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 Facilities Team Leaders and/or Facilities Team Managers.

7. To assist the Facilities team Leaders/Facilities Team Managers in providing cover in the absence of staff.

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

☐ Other (please specify):	

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