

JOB DESCRIPTION

Directorate:	Executive Director
Division:	Administrative Services
Post No & Job Title:	Relief Mobile Cleaner
Grade:	Grade 3
Responsible to:	Support Services Manager
Responsible for:	No direct responsibility
Main purpose of the job:	To support in the provision of an effective cleaning service at the Council Offices, Kimberley depot and Bramcote crematorium and ensure that the specified standard of cleanliness is maintained.

Main Duties and Responsibilities:

1. To support the Cleaning Team's cleaning of offices at the Council Offices, Beeston, the depot at Kimberley and offices and public areas at Bramcote crematorium, providing cover to ensure that these environments remain of high quality.
2. In accordance with work schedules and specifications, clean all offices and other areas to the frequency and standards required.
3. Ensure that cleaning is carried out using the appropriate equipment and materials.
4. To actively liaise with other teams, departments and organisations on matters which are related to the work of the post.
5. To provide excellent customer service to any person accessing the services provided by the Council.
6. To ensure that duties are carried out in accordance with the Risk Assessment and Method Statement set out by the Council.
7. To ensure all duties are carried out in accordance with the Council's Health and Safety Policy.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include working outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Relief Mobile Cleaner but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.