

L LEISURE

JOB DESCRIPTION

Post No & Job Title:	Cleaner
Grade:	Grade 2
Responsible to:	Leisure Centre Manager
Main purpose of the job:	To clean all leisure centre areas.

Main Duties and Responsibilities:

1. In accordance with the cleaning specification clean all centre areas including: offices, rooms, stores, toilets, lounge bars, showers, sports areas, changing rooms, shower areas, stairs, landing, corridors, sauna/steam rooms, fitness gyms, snooker rooms, swim balconies, receptions, squash courts and all furniture and fittings contained in these areas.
2. Duties to include: wet mop, dry mop, vacuum, sweep, buff, spot clean, wipe, clean, wash, sanitise, scrub, dust, etc.
3. Replenish paper towels, soap, toilet paper, bin liners.
4. Use machines, tools, equipment and materials as necessary.
5. Empty all litter bins, into appropriate containers, remove to dustbin compound.
6. Ensure a high standard of customer care is achieved at all times.
7. Training is an essential part of the post and requires all employees to attend regular training courses when arranged.
8. Cover for the other Cleaners during holidays and sickness.
9. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Centre Manager or Head of Service.

In addition to the above the postholder will also be responsible for ensuring that:

- a. All necessary paperwork is carried out;
- b. All duties will be carried out in the working conditions normally inherent in the particular job.
- c. A uniform will be supplied and must be worn at all times when on duty, the uniform must be kept clean and worn in good condition.
- d. Some duties may involve working with classified dangerous chemicals and all COSHH regulations and agreed local procedures must be followed.
- e. All duties must be carried out to comply with:

- (i) The Health and Safety at Work Act
 - (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
 - (iii) Nationally and locally agreed Codes of Practice which are relevant
- f. The post will require the postholder to apply for an Enhanced Disclosure, your (DBS) Disclosure will include details of any criminal convictions, cautions, reprimands and final warnings and your application is required for the purpose of asking an exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

RESTRICTIONS

This is not a politically restricted post.

NOTE

The above job description sets out the main responsibilities of Cleaner but should not be regarded as an exhaustive list of the duties that may be required of the post holder. Management reserve the right to transfer the post holder to other centres within the Borough to enhance career development or improve efficiency.

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.