

JOB DESCRIPTION

Directorate: All Directorates

Division: N/A

Post No & Job Title: L48 – Office Cleaner

Grade: Grade 2

Responsible to: Support Services Manager

Main purpose of the job: To provide an effective cleaning service at the Council Offices and ensure that the specified standard of cleanliness is maintained.

Main Duties and Responsibilities:

- 1 In accordance with work schedules and specifications, clean all offices and associated areas to the frequency and standards required.
- 2 Ensure that cleaning is carried out using the appropriate equipment and materials.
- 3 Ensure all duties are carried out in accordance with instructions to comply with the Council's Health and Safety Policy.

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

- a) All duties will be carried out in the working conditions normally inherent in the particular job.
- b) All duties must be carried out to comply with:
 - i) The Health & 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.

DESIGNATED CAR USER

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

RESTRICTIONS

This is not a politically restricted post.

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NOTE

The above job description sets out the main responsibilities of the Cleaner post but should not be regarded as an exhaustive list of duties which 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 Appraisal 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.