

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:

Division: ICT & Corporate Services

Post No & Job Title: T310 – T311 Office Cleaner

Grade: Grade 2

Responsible to: L23 Support Services Manager

Responsible for: No responsibility for employees.

Main purpose of the job To maintain designated offices and public buildings in a clean and tidy condition.

Main Duties and Responsibilities:

1. In accordance with the defined specifications and associated schedules clean and maintain public buildings and offices. This will include the cleansing of walls, floors, windows and sills (inside only), doors and frames, desks, filing cabinets, partitions, shelves, chairs, skirting boards, waste bins and sanitary furniture, stair furniture, filing systems, mirrors, hand rails, office equipment, window blinds, rails and electric heaters.
2. Undertake cleansing works using tools and equipment supplied. This will include wet and dry mop, dust, vacuum, sweep, buff, spot clean, wipe, clean, wash and sanitise.
3. Replenish towel and toilet roll dispensers.
4. In conjunction with the security personnel before exiting the building check building is secure.
5. Carry out any other duties that are within the scope of grading of the post which could also be requested by the line manager or Head of Service.

CAR USER

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

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

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

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.

- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

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 T310 & T311 Officer 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.