

## JOB DESCRIPTION

<b>DIRECTORATE:</b>	Finance and Resources
<b>DIVISION:</b>	Premises Management
<b>JOB TITLE:</b>	Cleaning Assistant
<b>GRADE:</b>	1
<b>SALARY RANGE:</b>	£20,258 - £20,812
<b>LOCATION:</b>	City Wide
<b>PRIMARY PURPOSE OF THE JOB:</b>	To provide a general cleaning service
<b>RESPONSIBLE TO:</b>	Mobile Area Cleaning Supervisor

## MAIN AREAS OF RESPONSIBILITY:

- To undertake, individually or as part of a team, cleaning of designated areas to ensure that they are kept in a clean and hygienic condition. Including the sweeping, washing, vacuum cleaning, emptying of litter bins, polishing and dusting of designated areas which may include toilet and associated facilities, fixtures and fittings, using the necessary materials and powered equipment.
- To undertake, individually or as part of a team, periodic deep cleaning of designated areas during school closedowns. Including the refurbishment of floor surfaces, high level dusting and all other tasks identified to ensure all areas are maintained in a clean and hygienic condition throughout the school year.
- To be responsible for the appropriate use of cleaning materials, safe use of powered machinery and general care of equipment used in providing the service.
- To carry out key holding duties where appropriate.
- To replenish client consumable items as required.
- Attend any training courses that are deemed appropriate in aiding the development the service.
- Wear appropriate uniform as issued including an identity badge.

- To ensure that all work areas are secure upon completion of cleaning and all lights are switched off prior the completion of the shift.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.