

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Building Cleaning Operative |
| HBC Grade: | **HBC1** |
| Service: | **Cleaning Services** |
| Division: | **Property Services** |

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| **Main Purpose of the Role** |
| Take responsibility for cleaning buildings to the standard set by the In-House Cleaning Contract. |

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| **Key Duties**  |
| **1** | Provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation. |
| **2** | Complete on a daily basis, all duties including Job Card using specific floor plans. |
| **3** | Wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health & safety legislation. |
| **4**  | Undertake any training required to provide a safe service |
| **5** | Take care of corporate assets, bringing any defects to the attention of the line manager. |
| **6** | Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis. |
| **7** | Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly. |
| **8** | Be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents. |
| **9** | Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors. |
| **10** | Follow audit requirements, Sign attendance book correctly or use the council time recording system, increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours. |
| **11** | The Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff to share this commitment. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time by the cleaning supervisors and Lead office Cleaning Services which are commensurate with the grade of the job. |
| **13** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
|  | BICS or NVQ Qualification | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of having worked as a cleaning operative. |  | Have the ability to be flexible and be committed to team or lone working. | Application / Interview |
|  |  | Must have a positive attitude, be honest and hardworking, and have commitment and pride in their job. | Application / Interview  |
| **DESIRABLE** |  | A good knowledge of all cleaning tasks, Health & Safety and safe systems of work. |  | Application / Interview  |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Willingness to work overtime when required. |  | Application / Interview  |
| Willing to take on any duties that are reasonably requested by management/site manager. |  | Application / Interview  |
| Willing to partake in training. |  | Application / Interview  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **August 2023** |
| **JE Ref:** |  |
| **Agreed by:** |  |

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.