

## Job Description

<b>Job Title</b>	Cleaning Assistant
<b>Directorate</b>	City Development
<b>Service Area</b>	Asset and Premises Management
<b>Grade</b>	1
<b>Competency Level</b>	1
<b>Salary</b>	£12.26 - £12.46 per hour
<b>Job Type</b>	Office Based
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To provide a general cleaning service

### Directly Responsible For:

None

### Directly Responsible To:

Building Cleaning Manager

## 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.

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- Use of electrical cleaning machinery.
- Sweeping, washing, vacuum cleaning, emptying of litter bins.

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- 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.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

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. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Numeracy and literacy skills (A,I)
- Understanding in principles of COSHH (A,I)

### Desirable

- Demonstrate a willingness to undertake any additional training as required to further improve/enhance the job and delivery of the service

## Experience

### Essential

- Experience in the provision of building cleaning services (A,I)
- Experience in the use of buffing and the use of electrical cleaning machines (A,I)

### Desirable

- Previous experience of cleaning industry using electrical machinery
- Knowledge of relevant health and safety procedures relating to cleaning activities

## Skills/Abilities

### Desirable

- Ability to work alone or as part of a team
- Ability to adapt to changes within the service

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Awareness of and commitment to the principles of customer care

## Other

### Desirable

- An understanding of child protection issues surrounding the provision of the service to a wide range of buildings