

ROLE DESCRIPTION

Job Title	Janitorial Cleaner
Salary Band	10 - 12
Reporting to	Maintenance Delivery Manager
Directorate	Place
Service Area and sub area	Asset Management
Team	Maintenance Delivery
Political Restriction	N/A

1. Primary Purpose of the Post
Member of a team working various hours through permanent and shift pattern system. Providing a cleaning service for the upkeep and safe, efficient function of the buildings and its occupants
2. Key Role Specific Responsibilities
Required to support and respond to all planned cleaning schedules and emergency/reactive tasks safely and in the agreed time across the Merseytravel estate. Primarily, this post covers the Mersey Tunnels estate but could include the Headquarters, visitor attractions and wider estate as necessary. The post will be supervised by the Team Leader – Days under the Principal Officer – Works Delivery.
3. General Corporate Responsibilities
<ul style="list-style-type: none"> • Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities. • Ensure postholder adheres to Merseytravel's Safety Policy and Procedures • Ensure support is provided in the preparation of method statements and risk assessments. • Having an appropriate level of knowledge of equality legislation and how it affects your service area. • Promoting equality and diversity by: - <ul style="list-style-type: none"> - recognising and addressing the needs of different customers. - adapting your approach to meet the needs of different customers. - recognising, respecting and valuing the diversity of your colleagues; and - Pro-active adherence to all defined corporate policies. • Putting customers (internal and external) at the heart of everything you do. • Anticipating and responding to the needs of customers. • Regular customer meetings/reviews where appropriate. • Measured through client satisfaction results
4. Recruitment Plan



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Competency Based Interview
Assessment



PERSON SPECIFICATION

Job Title: Janitorial Cleaner

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Experience with the cleaning industry, preferably in an office or commercial based environment	E	A, I
NVQ in Cleaning Interiors	D	A, I
An Understanding of Basic Health and Safety including COSHH	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Able to undertake the physical activities associated with the role	E	A, I
Experience of working in a customer centred role and able to demonstrate good interpersonal skills	D	A, I
Working to agreed schedules	D	A, I
Effective Communicator	D	A, I
Time management	D	A, I
Familiarity of the Merseytravel estate	D	A, I
Working to Schedules	D	A, I
Basic ICT Skills	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Driving Licence	D	A, I
Used to working in repetitive tasks	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Team player	D	A, I
Flexible attitude to work	D	A, I



'Can Do' attitude	D	A, I
Commitment to further learning	D	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focussed	D	I

Key to Assessment Methods:

A - Application
I – Interview