



Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Property Services
Post title:	Cleaner
Grade:	A
Responsible to:	Supervisor/Line Manager
Staff managed:	None
Date of issue:	October 2015
Job family:	OS - Operational Support

Job context

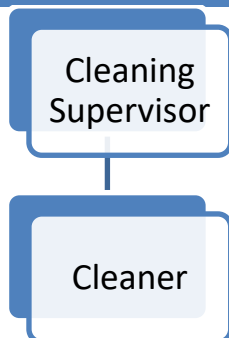
North Yorkshire County Council is responsible for the cleaning of all of its buildings. The post holder is required to carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the needs of the service and building user requirements.

Job specifics

Duties will include (but not exhaustive) –

- General dusting of furniture, fixings and fittings
- Cleaning of sanitary fittings
- Dust control mopping/sweeping of floors
- Damp/wet mopping floors
- Vacuuming floors
- Polishing floors using electrical buffing machine
- Scrubbing floors using electrical scrubbing machine
- Polishing furniture, cleaning internal glass
- Specialist cleaning (e.g. stripping & sealing of floors)

Structure





Job profile

Job Description

Job purpose	The core focus of this job is to provide a high quality, effective cleaning service to ensure a clean and hygienic environment of areas that have been identified by the Supervisor/Line Manager.
Operational management	<ul style="list-style-type: none"> To carry out cleaning duties within allocated timescales, taking a flexible approach in order to meet the service requirements. To clean areas identified to the required standard as directed by the Supervisor/Line Manager Ensure that equipment provided is used appropriately and in accordance with instructions to clean to meet standards. Ensure that all cleaning chemicals are used in accordance with instructions and stored appropriately
Communications	<ul style="list-style-type: none"> Liaise with Supervisor/Line Manager to gain full instructions of cleaning requirements and inform of any stock needs.
Systems and information	<ul style="list-style-type: none"> Complete appropriate documentation to ensure cleaning records are kept up to date.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge	<ul style="list-style-type: none"> Awareness of Health & Safety Knowledge of risk assessments.
Experience <ul style="list-style-type: none"> Experience of cleaning 	<ul style="list-style-type: none"> Experience of working as part of a team Experience in a similar role.
Occupational Skills	<ul style="list-style-type: none"> Ability to work on own initiative
Other Requirements <ul style="list-style-type: none"> Self-motivated Flexible approach 	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.