

**Job Description**

**Job Title: PVH Cleaner**

**Salary Grade: Grade 1**

**Job Family: Operational Services**

**Job Profile: OP1**

**Directorate: Economy & Place**

**Work Environment:**

**Reports to: Cleaner in Charge**

**Number of Reports: 0**

**Purpose:**

The purpose of this job is to carry out cleaning duties as and when required, in various establishments.

**Key Responsibilities:**

* Carry out cleaning duties as directed by the Cleaner in Charge.
* Ensure all faults with premises and equipment are reported verbally to the Cleaner in Charge on a daily basis, to allow for early rectification as well as any stock requirements.
* To complete all cleaning tasks without constant supervision and to ensure that strict controls are observed in managing the use of cleaning products and equipment, adhering to service and statutory standards, in order to ensure the safe and effective delivery of the service.
* Plan and organise own workload, including re-prioritisation of tasks if required and complete within set timescales.
* Ensure mechanical cleaning equipment and chemicals are used safely meeting Health and Safety legislation as detailed in the Council Policy for Health and Safety.

**Customers and Service Users**

All school staff and pupils, all Sunderland City Council staff.

**Practicalities**

You will be required to cover in a range of locations where and when required.

As this job could involve working in a school you will need to have police (DBS) checks prior to employment.

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy and personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council; comply with the Council’s information security standards, and requirements in relation to the management and handling of information; use Council information only for authorised purposes.

**Date: May 2018**