

## **DARLINGTON BOROUGH COUNCIL**

### **ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Cleaner
<b><u>GRADE :</u></b>	E
<b><u>JOB EVALUATION NO.</u></b>	A422
<b><u>REPORTING RELATIONSHIP</u></b>	The postholder reports to the Supervisor who is responsible to the Street Cleansing and Building Cleaning Manager
<b><u>JOB PURPOSE :</u></b>	To clean the site as written into our quality procedures and work programmes, in a safe and efficient manner.
<b><u>POST NO.</u></b>	Various

#### **MAIN DUTIES/RESPONSIBILITIES**

1. To clean areas allocated including:-
  - Toilets and washrooms
  - Offices/classrooms
  - Corridors and walkways
  - Curtilages
  - Use of variety of equipment
2. To develop and maintain effective working relationships with customers/clients and colleagues.
3. To ensure a high standard of work is maintained in accordance with Quality Systems and current work practices.
4. To work at varying locations within the Borough of Darlington and at varying times of the day, according to the needs of the service (Relief Cleaner positions).
5. To work at varying locations within the Borough of Darlington, according to the needs of the service, and driving the vehicle provided (Housing Locations Mobile Van positions).
6. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
7. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.

10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.
12. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
13. For schools based posts only - This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2018

**DARLINGTON BOROUGH COUNCIL****ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES****PERSON SPECIFICATION - CLEANER****POST NO - VARIOUS**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	4 GCSE's – grades A*-C or equivalent qualification		<b>D</b>
<b>2</b>	British Institute of Cleaning Sciences or other relevant qualification		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Previous cleaning experience		<b>D</b>
<b>4</b>	Knowledge of Health and Safety at work		<b>D</b>
	<b>Skills</b>		
<b>5</b>	Ability to communicate orally to a wide range of audiences	<b>E</b>	
<b>6</b>	Ability to work well with customers/clients and colleagues	<b>E</b>	
<b>7</b>	Ability to maintain a high standard of cleaning	<b>E</b>	
<b>8</b>	Able to demonstrate customer care skills		<b>D</b>
	<b>Personal Attributes</b>		
<b>9</b>	Committed to high standards of customer service		<b>D</b>
	<b>Special Requirements</b>		
<b>10</b>	Ability to form and maintain appropriate relationships and personal boundaries with children.	<b>E</b>	
<b>11</b>	A flexible approach to working times and locations	<b>E</b>	
<b>12</b>	The successful candidate will be expected to wear the uniform provided	<b>E</b>	
<b>14</b>	Able to work at varying locations within the Borough of Darlington and at varying times of the day. <i>Applies to Relief Cleaner positions only.</i>	<b>E</b>	
<b>15</b>	The successful candidate must hold a current driving licence to be able to undertake the driving duties of the post. <i>Applies to Housing Locations Mobile Van positions only.</i>	<b>E</b>	