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| **Job Description** |
| **Post title** | Caretaker /Cleaner |
| **JE Reference No** | A4207 |
| **Grade** | 1 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land – Building & Facilities Management  |
| **Reporting to** | The post holder will be responsible to The Team Leader / Cleaning On-Site Supervisor through to the Area Supervisor and ultimately to the Head of Corporate Property and Land. |
| **Location** | The post holder shall be placed at a designated location but shall be required to work elsewhere should the need arise, you may be required to work at any Council workplace within County Durham. |
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| **DBS** | Subject to DBS Enhanced disclosure/ Police National Check if applicable. |
| **Flexitime** | This post is not eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To fulfil caretaking and cleaning responsibilities in accordance with the relevant cleaning specification and service requirements to provide a safe clean secure environment.

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| **Duties and responsibilities** |

1. The daily registration of exact hours worked and the weekly compilation of time sheets to include any lateness, absenteeism or sickness.
2. To ensure that all work is undertaken both safely and hygienically and to a satisfactory standard.
3. To ensure that all cleaning equipment and machinery is kept cleaned, well maintained and correctly stored. Reporting any faults or damage to Direct Services 03000 269106. All machinery serials numbers are entered in the front of the Daily Book.
4. To report any maintenance or repairs required to the building or contents to the Locality Manager.
5. Ensure the general security and safety of the locality premises and grounds including litter picking, snow clearance, gritting etc.
6. Undertake general porterage duties.
7. Undertake minor repairs and general maintenance
8. Recording meter readings (gas, electricity, water) on a weekly/monthly basis for returns to County Hall.
9. Undertake weekly tests on the fire alarm/emergency lighting systems and record.
10. Operate heating plant and undertake inspections as required
11. Requisition of approved cleaning materials.
12. To ensure any keys required are both signed out and back after use if such a procedure is required.
13. To be responsible for the security of the building, including the setting of alarms if appropriate and locking/unlocking of gates and shutters
14. Participate in and comply with energy efficiency measures
15. To attend training sessions as directed by management
16. Understand health and safety measures applicable to the cleaning role
17. Use basic IT systems to report faults, record information and complete returns
18. To undertake any other reasonable duties as requested.

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| **Organisational responsibilities** |

Values and Behaviours

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance Management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | Basic literacy and numeracy skills | NVQ level 2 qualification or equivalent in a relevant area.Basic IT Skills |
| Experience | General caretaking and cleaning activities | * Recent experience of caretaking/cleaning premises.
* Knowledge of health and safety considerations relating to caretaking/cleaning work
* Experience of key - holding duties and responsibility for security of premises. Alarm setting and opening and closing of premises
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| Skills & Knowledge | * Ability to carry out instructions.
* Ability to communicate.
* Ability to complete paperwork.
 | * High level of health & safety awareness both for themselves and users of the building.
* High level of customer care.
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| Personal Qualities | * High standard of personal hygiene
* Ability to use initiative prioritise tasks
* Ability to work unsupervised.
* Good inter-personal and communication skills
* Ability to work alone and as part of a team.
* Basic DIY skills.
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