

Mobile Cleaner

Job Description

Reports to: Operations Manager, Facility Supervisor, Site Manager
Direct reports: Cleaning staff as allocated

Evaluation: **387** points
Grade: **N3**
Reference: **A834**

Job Purpose

Maintain the cleanliness of the various premises and their surrounding grounds, to ensure the delivery of the service is in accordance with customer service standards, policies and procedures, including the City Council Customer Service Charter.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Ensuring that the premises and furnishings are cleaned in accordance with the agreed procedures, standards, methods and health and safety instructions, by undertaking cleaning and by supervising the cleaning staff.
2. To be responsible for the day to day supervision of cleaners, maintaining good working relationships and team working, cleaning quality standards in accordance with agreed procedures.
3. Dealing with general enquiries from staff, students and pupils, parents, officers and employees of the Authority, and members of the public.
4. Drawing the attention of the appropriate authorities via the authorised officer or Facility Supervisor to any repairs or maintenance work that may be required.

5. To take delivery and arrange for storage of materials and equipment. To maintain adequate supply of cleaning materials. To ensure that all related equipment and tools are in a safe working condition.
6. To complete all related paperwork, including cleaning staff timesheets, monitor signing in and out records and requisitions for stores and materials.
7. To carry out reasonable instructions from clients and to maintain contact with the Operations Manager as necessary.
8. To be responsible for opening and locking buildings, securing buildings and setting alarm systems as required.
9. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.
11. To carry out duties in schools or public buildings across the city as directed by the Operations Manager.