

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Neighbourhoods		Service Area: Catering & Building Cleaning Service	
JOB TITLE: Cleaning Assistant			
GRADE: C			
REPORTING TO: Operations Manager			
1.	JOB SUMMARY: To be responsible to the Area Supervisor for the provision of an efficient and effective cleaning service. You will be responsible for providing a high standard of cleaning whilst representing Stockton on Tees Borough Council. You will provide excellent customer service, engaging proactively with customers and monitoring of stock levels, Within contracted hours, you would be required to work flexibly at times as required to effectively co-ordinate the entire operation during site access times, which may include early morning, evening and weekend work as necessary.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To undertake all cleaning duties concerned with the operation of the establishment.	
	2.	To ensure the safe operation, checks and storage of powered equipment and machinery	
	3.	To participate in appropriate training courses for cleaning staff.	
	4.	To undertake the work in accordance with the defined policy of the Department.	
	5.	To undertake any other duties that are appropriate to the post of Cleaner	
	6.	To ensure the safe storage and use of all chemicals.	

	7	To take reasonable care of your own health and safety and co-operate with management as far as is necessary to enable compliance with the authorities health and safety rules and legislative requirements.
	8	To ensure stock levels are maintained and efficient ordering of stock when required to sustain business continuity.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
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Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated January 2021



PERSON SPECIFICATION

Job Title/Grade	Cleaning Assistant	C
Directorate / Service Area	Neighbourhoods	Catering & Building Cleaning Service
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications			Application form
Experience		Experience of cleaning to a high standard. Experience of working with customers and clients.	Application / Interview

Knowledge & Skills	Work well within part of a team environment Work independently The ability to be self-motivated, flexible and focussed Ability to communicate effectively and confidentially Ability to produce high-quality work	Ability to demonstrate knowledge across related Health & Safety procedures	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements		Current Valid Driving Licence	

Person Specification dated 2019