



**Post:** Cleaner

**Grade:** Grade 3

**Weeks per year:** 39

**Hours per week:** 5

7 – 8am or 5.30 to 6.30pm (Monday to Friday)

#### **JOB PURPOSE**

To undertake cleaning of allocated areas to maintain a high standard of cleanliness, as directed.

Accountable to the Cleaner in Charge and Senior Operations Officer.

#### **MAIN DUTIES**

With the cleaning team follow the weekly cleaning maintenance programme which will include:

- Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points.
- Clean floors, including sweeping to control dust and debris and mopping to sanitize using hot water, with suitable cleaning products at the end of each school day.
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors.
- Replenish consumable items including soap, toilet rolls and paper towels, where required.
- Clean toilets, urinals, partitions, hand basins and sinks on a daily basis.
- Dust, damp wipe, wash or polish the furniture, ledges, window sills. and external surfaces of cupboards, radiators, shelves and fitments.
- Safely use chemical agents.
- Undertake wall washing and inside window pane cleaning.
- Sanitise door handles.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety other regulations such as COSHH.
- Use correct protective clothing/equipment as directed.
- Inform Supervisor of requirements in relation to cleaning materials
- Equipment and materials safely stored on completion of shift.

#### **ADDITIONAL SKILLS AND DEMANDS**

- Able to follow clear instructions and set routines for a limited number of regular tasks.
- Need to cover cleaning of allocated area within a set time.
- Able to identify hazards and take appropriate action.
- The work is subject to supervisory checks.



- Physical demands include standing, walking, lifting, carrying, pulling and pushing. Majority of work while standing.
- There may be elements of working in awkward positions such as bending, crouching, kneeling, and working in a constant position.
- Movement of furniture is frequently required.
- Concentration and care required when working with hazardous materials and some equipment.