

JOB DESCRIPTION

CLEANER

POST:	Cleaner
REPORTING TO:	Building Supervisor
JOB PURPOSE:	<p>To maintain high standards of cleanliness are maintained throughout the College. The post holder will be responsible for an area and will be expected to clean to the frequency and standard as directed by the Building Supervisor.</p> <p>To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.</p> <p>The Building Supervisor will also carry out 'spot checks' as appropriate. Cleaning staff will clean other areas of the College as and when required.</p>
DIRECT INVOLVEMENT WITH:	Senior Leadership Team, Site Team, teaching and support staff
KEY DAILY RESPONSIBILITIES:	<p>Toilet and Cloakroom Areas:</p> <ul style="list-style-type: none">• Clean lavatory basins with appropriate cleaner/disinfectant provided.• Clean inside and outside surrounds of sinks• Clean taps• Refill toilet dispensers in all cubicles• Refill towels in dispensers• Wipe tiles• Polish mirrors• Wipe paintwork• Empty rubbish bins.• Clean and mop floor with appropriate cleaner as instructed. <p>Teaching Areas/Offices/Meeting Rooms/Reception Areas/Corridors/Stairs</p> <ul style="list-style-type: none">• Vacuum (spot clean where necessary).• Hard flooring – dust control sweep or vacuum, damp mop.• Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under*).• Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges*).• Bins – empty daily.• Clean inside and outside surrounds of sinks.• Doors – remove marks from glass, doors and walls.• Wipe windowsills.• Polish mirrors.• Notify the Building Supervisor of occurring deficiencies or needs for repairs.
OTHER RESPONSIBILITIES:	<ul style="list-style-type: none">• To operate cleaning machinery as trained, to clean soft and hard surfaces, such as vacuum cleaners and polishers.• Checking and closing windows and switching off lights after work.• To swiftly report any hazards or defects to the Building Supervisor.• During periods when the College is closed, routine cleaning is undertaken throughout. This includes stripping of sealed floors, high level dusting, surface washing etc.• This job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list. Other duties as may reasonably be required in consultation with the post holder.

Name:

Signed:

Date: