



JOB DESCRIPTION

POST:	Cleaning Operative
DEPARTMENT:	Facilities
RESPONSIBLE TO:	Cleaning Supervisor
RATE OF PAY:	£8.91 per hour
JOB PURPOSE:	To support and assist the Facilities Manager to maintain a safe and clean environment.

MAIN DUTIES AND RESPONSIBILITIES:

To clean assigned area as instructed, ensuring that high standards are consistently met and that appropriate procedures are followed at all times in the use of cleaning products and equipment.

To work collaboratively as a member of the cleaning team, promoting a supportive culture at all times.

To carry out periodic cleaning as assigned.

To cover for absent members of the team by ensuring locations are serviced to the minimum standard as instructed.

To close ALL windows and doors and turn off lights when vacating a room. Locking doors as directed.

To undertake all training as required, ensuring that you follow the correct procedures at all times.

Report any defective equipment or any other problems immediately to the supervisor.

Any other duties that may be required, duties may be subject to change, as the demands on the College require.

This list is not exhaustive and will be reviewed periodically. You will be expected to undertake such duties as may be requested which are consistent with the nature of the position.

	Essential	Desirable	Method of assessment
EXPERIENCE			
Working in a college environment with young people 16-19 age range		√	A
Knowledge and experience of Cleaning	√		A & I
Experience of cleaning within a college environment		√	A & I
Experience of cleaning toilets	√		A & I
KNOWLEDGE SKILLS & ABILITIES			
Knowledge of:			
Understanding the importance of safeguarding and promoting the welfare of children	√		I
Knowledge of COSHH	√		A & I
Ability to:			
Have a good all-round knowledge of customer service and be able to multi task in a busy environment	√		A & I
Undertake any appropriate training (machinery and cleaning chemicals) that are required	√		I
Meet physical demands of the job	√		A & I
Skills:			
Good communication skills with people of all levels	√		A & I
Enthusiastic with a flexible approach to tasks	√		I
Self-motivated, proactive, approachable and capable of working with minimal supervision within a team	√		I
Reliable, trustworthy and committed to achieving the highest professional standards at all times	√		I