**APPENDIX 1**

**Gravesham Borough Council**

Department: Corporate Services

Section: Building and Facilities

Grade: Scale 1/2

Post title: Office Cleaner

Reporting to: Facilities Officer

Hours: 15 Hours, 10 hours and Casual

**Job description**

1. Job purpose:

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

Responsible to the Facilities Officer for the day-to-day cleaning of the Civic Centre and/or Brookvale Depot which includes the cleaning of ooffices, kitchens, communal areas, toilets, lifts and meeting rooms.

2. Job Summary

* To ensure the Civic Centre and Brookvale Depot are always maintained to a high level of cleanliness.
* To complete all necessary tasks to ensure that the facilities are cleaned, fully functioning, with repair and maintenance issues being reported promptly.
* To exercise a good understanding and practise in COSHH and Health and Safety practices.
* All staff are expected to work for the common good of the business and must always ensure excellent service and delivery.

3. Main duties and responsibilities:

* Cleaning tasks to include however are not limited to cleaning toilets, mopping floors, cleaning and dusting desks, high and low level dusting, cleaning and polishing of fixtures and fittings, hoovering, changing bins, unblocking toilets, replacing toilet rolls, hand towels and soap as required.
* To ensure that the facilities, including the interior and exterior of the building are well always presented and maintained to a high standard of cleanliness.
* To ensure the facilities are fit for use and remain free from hazards. To report all maintenance and repair issues to the Cleaning Supervisor and/or Facilities Officer; including the reporting of any Health and Safety concerns.
* To carry out minor maintenance tasks such as unblocking toilets and cleaning machine work.
* To ensure fixtures and fittings including but not subject to cubicle doors, baby changing units, toilet seats, hand towel and toilet roll dispensers are inspected daily and any faults found are reported to the Cleaning Supervisor and/or Facilities Officer.
* To check all facilities entrances and carry out a litter pick and sweep of the area if required.
* To replenish all hand-towels, toilet rolls, soaps, hand sanitisers as and when required.
* To undertake all training arranged, reasonable to position.
* Any other work as can be reasonably required for the daily operation of the facilities and Council managed buildings.
* To effectively dispose of waste and recycle effectively where possible.
* To ensure that sharps and needles are disposed of safely and to communicate sharps and needle findings to the Facilities Officer.
* The post holder may be required to assist with the cleaning of the public toilets during council run events, including evenings and weekends.

4. General

* To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.
* A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.
* The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.
* The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation
* The post holder will comply with Statute and Council Policy in all respects.
* An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA
* A commitment to excellent customer service and the values of the Council

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| Characteristic | Specification |
|  | Essential | Desirable |
| Skills/abilities(Specific skills and abilities required to undertake the duties) | * Ability to work with minimum supervision
* Ability to deal politely and courteously with members of the public
* Good communication skills
* Able to accept instruction and seek clarification where necessary
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| Knowledge(Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | * Good knowledge of COSHH and Health and Safety practices
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| Qualification training (Educational/vocational qualifications and other training) | * Previous cleaning experience or experience working in a similar role.
 | * First Aid qualification
* Clean driving license
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| Experience(Level and type of previous experience) | * Experience of working within a similar role
 | * Experience in using cleaning machinery
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| Qualities(Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | * Confident communicating and dealing with members of the public
* Good timekeeping
* Ability to work independently and as part of a team
* Good attention to detail
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| Special conditions(e.g. willingness to work unsocial hours or wear a uniform) | * Will need on occasions to work unsocial hours (weekends, bank holiday and evenings)
* Willing to work additional hours within the needs of the service
* There will be some outside work, in all weather conditions.
* Ability to work shift patterns and cover colleague’s absences.

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**Office Cleaner Person Specification**