

# Cleaner – Grade 1

## Job purpose

Kirklees Cleaning Service provides a high-quality cleaning service to schools, offices and other establishments throughout Kirklees. You will be responsible for cleaning an area within the building which will include classrooms, offices, toilet areas and corridors. Your duties will include sweeping, mopping, vacuum cleaning, emptying of litter bins, damp wiping, polishing and cleaning toilet and shower areas. You may also be required to operate rotary floor cleaning machinery.

You will be required to work flexibly in any area of the building as agreed with your supervisor or caretaker.

You will be provided with a uniform (tabard or polo shirt), cleaning chemicals and equipment to do your job and will be fully trained in how to use them correctly. We expect you to take good care of your equipment and be vigilant for any health and safety risks during your work.

You will help to make sure that our customers are always satisfied with our service by being friendly and helpful, and passing on comments from our customers to your Supervisor or Area Cleaning Manager. The work you do is very important in providing building users with a clean and safe place to work.

This role is based within Environment and Climate Change. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Your area will be cleaned each day to the agreed standard.
- You will help to maintain a healthy and safe building by following service instructions for the use of cleaning chemicals and equipment and reporting any problems or hazards to your supervisor or caretaker.
- You will sign in and out of the building, report any accidents and follow health and safety and fire instructions.
- By working as part of a team and being helpful and supportive to your colleagues and customers you will contribute to a high standard of service and a positive workplace.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Able to carry out work of physical nature	Essential
Follow instructions of the Cleaning Supervisor	Essential
Meet agreed standards of quality for the service	Essential
Takes personal responsibility for achieving results	Essential
Reacts quickly to changes in circumstances	Essential
Takes action to meet the needs of the customer	Essential
Treat people with respect and fairness	Essential
Is responsive to suggestions for improving the service	Essential
Express self clearly and listens effectively	Essential
Demonstrates a positive example to others	Essential
Contributes to a good team spirit	Essential
Is a positive representative of the Council	Essential
Accepts standard medical screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a new Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
 DBS check at the appropriate level, whilst working in schools.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Venue Management	Grading ID	11270
Job ID	80100326	Last Updated	26/03/2020
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No